

Unit	Article	Quantity	Estimated Approved Unit Cost	Estimated Approved Total Cost	Quotation of Supplier		EVALUATION (Leave this space blank. For BAC/Evaluators only)
					Price per unit	Total Quotation	
	DAY 1						
PAX	LUNCH	75	₱400.00	30,000.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
				-			
PAX	PM SNACKS	75	₱100.00	7,500.00			
	1 serving of sloopao						
	1 glass of juice						
				-			
PAX	DINNER	75	₱400.00	30,000.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
				-			
PAX	Room Accommodation and Use of Function Hall	75	₱800.00	60,000.00			
PAX	DAY 2	75	₱200.00	15,000.00			
	BREAKFAST						
	1 cup of rice						
	1 serving of egg						
	1 serving of dried/smoked fish						
	1 serving of meat						
	1 serving of fruit in season						
				-			
PAX	AM SNACKS	75	₱100.00	7,500.00			
	1 serving of Sandwich						
	1 glass of juice						
				-			
PAX	LUNCH	75	₱400.00	30,000.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
				-			
PAX	PM SNACKS	75	₱100.00	7,500.00			
	1 serving of burger						
	1 glass of juice						



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260813-004 RFQ #89

Date: August 13, 2026

Fund Code: ROI-26-1337

MOP: SMALL VALUE PROCUREMENT

Contact No.: 09920412267

Contact Person: MADELINE S. SUAREZ

Company/Business Name and Address

The Schools Division Office of San Carlos City, through the Bids and Awards Committee, now invites all qualified suppliers/bidders to quote the price inclusive of VAT on the items listed below. Submit your Quotation not later than **August 18, 2026 @ 10:00 AM** together with the following requirements, to wit:

1. Mayor's/Business Permit,
2. PhilGEPS Registration Number Certificate,
3. Certificate of Registration (BIR Form 2303),
4. Notarized Sworn Statement (revised) for ABC more than Php200,000.00.

Note:

1. The prospective bidder/supplier should have a BIR registered Delivery Receipt/Service Invoice.
2. The face of the envelope must contain the name of the Supplier/Bidder and the Name of the Project – similar to the manner of submission of bids in a Public Bidding.
3. The quotation and the documentary requirements stated above must be duly received by the RECORDS OFFICE through manual submission (onsite) or through their e-mail address at records.sccp@deped.gov.ph at Schools Division Office of San Carlos City, Pangasinan, to be forwarded by personnel of Records Unit to the BAC Secretariat.
4. The submitted quotation shall be opened and read in the presence of the BAC Members and the undersigned or any representative in lieu of him/her.
5. The Winning Bidder should inform the Schools Division Superintendent of the delivery of goods in writing, three (3) days before the projected delivery through the Records Office through manual submission or through their official e-mail address as indicated above.


MADELINE S. SUAREZ

PAX	Dinner 1 bowl of soup 1 cup of rice 1 serving of meat 1 serving of fish 1 serving of vegetable 1 serving of dessert 1 bottle of water	75	₱400.00	30,000.00		
PAX	Room Accommodation and Use of Function Hall	75	₱800.00	60,000.00		
PAX	DAY 3 BREAKFAST 1 cup of rice 1 serving of egg 1 serving of dried/smoked fish 1 serving of meat 1 serving of fruit in season	75	₱200.00	15,000.00		
PAX	AM SNACKS 1 serving of sandwich 1 glass of juice	75	₱100.00	7,500.00		
PAX	LUNCH 1 bowl of soup 1 cup of rice 1 serving of meat 1 serving of fish 1 serving of vegetable 1 serving of dessert 1 bottle of water	75	₱400.00	30,000.00		
PAX	PM SNACKS 1 serving of bread 1 glass of juice	75	₱100.00	7,500.00		
PAX	Dinner 1 bowl of soup 1 cup of rice 1 serving of meat 1 serving of fish 1 serving of vegetable 1 serving of dessert 1 bottle of water	75	₱400.00	30,000.00		
PAX	Room Accommodation and Use of Function Hall	75	₱800.00	60,000.00		
PAX	DAY 4 BREAKFAST 1 cup of rice 1 serving of egg 1 serving of dried/smoked fish 1 serving of meat 1 serving of fruit in season	75	₱200.00	15,000.00		
PAX	AM SNACKS 1 serving of sloopao 1 glass of juice	75	₱100.00	7,500.00		
PAX	LUNCH 1 bowl of soup 1 cup of rice 1 serving of meat 1 serving of fish 1 serving of vegetable 1 serving of dessert 1 bottle of water	75	₱400.00	30,000.00		



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MADELINE S. SUAREZ

PAX	PM SNACKS	75	₱100.00	7,500.00			
	1 serving of sandwich						
	1 glass of juice						
PAX	Dinner	75	₱400.00	30,000.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
	Room Accommodation and Use of Function Hall	75	₱800.00	60,000.00			
PAX	DAY 5	75	₱200.00	15,000.00			
	BREAKFAST						
	1 cup of rice						
	1 serving of egg						
	1 serving of dried/smoked fish						
	1 serving of meat						
	1 serving of fruit in season						
				-			
PAX	AM SNACKS	75	₱100.00	7,500.00			
	1 serving of burger						
	1 glass of juice						
Other Requirements:							
1. The supplier shall provide an accessible, safe, clean, and fully air-conditioned training venue capable of comfortably accommodating seventy-five (75) participants.							
2. The supplier shall provide clean and comfortable room accommodations with a maximum occupancy of four (4) persons per room .							
3. The venue shall have adequate and separate comfort rooms for male and female participants and shall be maintained in a clean and sanitary condition throughout the activity.							
4. The supplier shall provide a function room complete with tables and chairs arranged appropriately for training activities.							
5. The supplier shall provide, at no additional cost, the following:							
-Audio-visual facilities (sound system, microphones, LCD projector and screen, or LED wall, if available);							
-Stable internet connection;							
-One (1) tarpaulin backdrop (5 ft. x 6 ft.) based on the layout provided by the End-User.							
6. Meals and snacks shall be served through a managed buffet system in accordance with the following schedule: Breakfast – not later than 6:00 A.M.; AM Snack – 9:30 A.M.; Lunch – 11:30 A.M.; PM Snack – 2:30 P.M.; Dinner – 5:30 P.M.							
7. The supplier shall provide at least two (2) water stations with a continuous supply of purified drinking water, coffee, and tea throughout the activity.							
8. The supplier shall provide a buffer of three (3) complete meal sets for unforeseen participants or guests.							
9. Food handlers, servers, and kitchen personnel assigned to the activity shall possess valid health or sanitary permits and/or medical certificates issued by the appropriate authorities.							
10. The supplier shall maintain the cleanliness of the venue, dining area, accommodations, comfort rooms, and other common areas throughout the duration of the activity.							
11. The venue shall comply with applicable fire safety, sanitation, and occupational safety standards.							
12. The Procuring Entity may require food samples during the post-qualification stage, if necessary, to verify compliance with the approved menu and quality specifications.							
Total ABC: Php			600,000.00				

PURPOSE: PROCUREMENT OF MEALS AND SNACKS WITH ACCOMODATION AND FUNCTION HALL FOR THE CONDUCT OF THE REGIONAL CHILD PROTECTION SPECIALIZATION COURSE

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippine
Telephone No. 075-523 4527
Website: <https://sdosancarloscityr1.com>
Email Address: sancarlos.city1@deped.gov.ph