



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260904-001 RFQ #105

Date: September 4, 2026

Fund Code: HRD-GAA-2026

MOP: SMALL VALUE PROCUREMENT

Contact No.: 09275465248

Contact Person: RACQUEL G. GARCIA

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 **September 8, 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.

RACQUEL G. GARCIA  
BUYER/END-USER

GENERAL NAME OF THE ITEMS: MEALS AND SNACKS WITH VENUE

| Unit | Article                                                      | Quantity | Estimated Approved Unit Cost | Estimated Approved Total Cost | Quotation of Supplier |                 | EVALUATION<br>(Leave this space blank. For BAC/Evaluators only) |
|------|--------------------------------------------------------------|----------|------------------------------|-------------------------------|-----------------------|-----------------|-----------------------------------------------------------------|
|      |                                                              |          |                              |                               | Price per unit        | Total Quotation |                                                                 |
|      | <b>DAY 1</b>                                                 |          |                              |                               |                       |                 |                                                                 |
| PAX  | <b>AM SNACKS</b>                                             |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of creamy carbonara                                | 200      | ₱100.00                      | 20,000.00                     |                       |                 |                                                                 |
|      | 1 glass of juice                                             |          |                              |                               |                       |                 |                                                                 |
| PAX  | <b>LUNCH</b>                                                 |          |                              |                               |                       |                 |                                                                 |
|      | 1 bowl of soup                                               |          |                              |                               |                       |                 |                                                                 |
|      | 1 cup of rice                                                |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of meat                                            | 200      | ₱400.00                      | 80,000.00                     |                       |                 |                                                                 |
|      | 1 serving of fish                                            |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of vegetable                                       |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of dessert                                         |          |                              |                               |                       |                 |                                                                 |
|      | 1 bottle of water                                            |          |                              |                               |                       |                 |                                                                 |
| PAX  | <b>PM SNACKS</b>                                             |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of chicken sandwich                                | 200      | ₱100.00                      | 20,000.00                     |                       |                 |                                                                 |
|      | 1 glass of juice                                             |          |                              |                               |                       |                 |                                                                 |
|      | <b>DAY 2</b>                                                 |          |                              | -                             |                       |                 |                                                                 |
| PAX  | <b>AM SNACKS</b>                                             |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of spaghetti with meatballs with 1 pc garlic toast | 200      | ₱100.00                      | 20,000.00                     |                       |                 |                                                                 |
|      | 1 glass of juice                                             |          |                              |                               |                       |                 |                                                                 |
| PAX  | <b>LUNCH</b>                                                 |          |                              |                               |                       |                 |                                                                 |
|      | 1 bowl of soup                                               |          |                              |                               |                       |                 |                                                                 |
|      | 1 cup of rice                                                |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of meat                                            | 200      | ₱400.00                      | 80,000.00                     |                       |                 |                                                                 |
|      | 1 serving of fish                                            |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of vegetable                                       |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of dessert                                         |          |                              |                               |                       |                 |                                                                 |
|      | 1 bottle of water                                            |          |                              |                               |                       |                 |                                                                 |
| PAX  | <b>PM SNACKS</b>                                             |          |                              |                               |                       |                 |                                                                 |
|      | 1 pc siopao pork asado (large) with sauce                    | 200      | ₱100.00                      | 20,000.00                     |                       |                 |                                                                 |
|      | 1 glass of juice                                             |          |                              |                               |                       |                 |                                                                 |
|      | <b>DAY 3</b>                                                 |          |                              |                               |                       |                 |                                                                 |
| PAX  | <b>AM SNACKS</b>                                             |          |                              |                               |                       |                 |                                                                 |
|      | 1 serving of fresh lumpia                                    | 200      | ₱100.00                      | 20,000.00                     |                       |                 |                                                                 |
|      | 1 glass of juice                                             |          |                              |                               |                       |                 |                                                                 |



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RACQUEL G. GARCIA

|                                                                                                                                                                                                                                                                                                                |                            |                |         |            |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------|---------|------------|--|--|
| PAX                                                                                                                                                                                                                                                                                                            | LUNCH                      | 200            | P400.00 | 80,000.00  |  |  |
|                                                                                                                                                                                                                                                                                                                | 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                  | 200            | P100.00 | 20,000.00  |  |  |
|                                                                                                                                                                                                                                                                                                                | 1 serving of tuna sandwich |                |         |            |  |  |
|                                                                                                                                                                                                                                                                                                                | 1 glass of juice           |                |         |            |  |  |
| OTHER REQUIREMENTS:                                                                                                                                                                                                                                                                                            |                            |                |         |            |  |  |
| 1. The caterer is expected to provide training venue where meals and snacks shall be delivered.                                                                                                                                                                                                                |                            |                |         |            |  |  |
| 2. Meals shall be ready no later than 9:30 AM for AM Snacks, 11:30 AM for Lunch, and 2:30 PM for PM Snacks.                                                                                                                                                                                                    |                            |                |         |            |  |  |
| 3. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.                                                                                                                                                                                                              |                            |                |         |            |  |  |
| 4. Food handlers/servers and kitchen staff should have Health/Medical Certificates Indicating fitness to deliver the required service.                                                                                                                                                                         |                            |                |         |            |  |  |
| 5. The caterer should provide food samples for evaluation and acceptability test during the opening of bids. However, if the potential supplier fails to provide food samples, the same shall be provided during post-qualification.                                                                           |                            |                |         |            |  |  |
| 6. The caterer/supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue. Also, the use of function room/s, provision of audio-visual systems/facilities, and other equipment and requirements (e.g. free internet connection, LCD projector, extension wires, among others). |                            |                |         |            |  |  |
| 7. The caterer is encouraged to provide two-way managed buffet, 2 water stations and overflowing coffee/tea in the training venue.                                                                                                                                                                             |                            |                |         |            |  |  |
| 8. The caterer is expected to set up the tables and chairs at the training venue that can accommodate the specified number of participants ensuring sufficient space during workshop.                                                                                                                          |                            |                |         |            |  |  |
| 9. The caterer is responsible for the upkeep of the training venue.                                                                                                                                                                                                                                            |                            |                |         |            |  |  |
| 10. The caterer shall provide five (5) buffers in the training venue.                                                                                                                                                                                                                                          |                            |                |         |            |  |  |
| 11. The training venue shall have separate comfort rooms for male and female.                                                                                                                                                                                                                                  |                            |                |         |            |  |  |
|                                                                                                                                                                                                                                                                                                                |                            | Total ABC: Php |         | 360,000.00 |  |  |

**PURPOSE: PROCUREMENT OF MEALS & SNACKS, INCLUSIVE OF VENUE FOR THE CONDUCT OF STRENGTHENED SENIOR HIGH SCHOOL CURRICULUM TRAINING PROGRAM (CORE SUBJECTS)**

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Phil  
Telephone No. 075-523 4527

Website: <https://sdosancarloscityr1.com>

Email Address: sancarlos.city1@deped.gov.ph