



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260904-002 RFQ #106

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 AND ACCOMODATION

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	AM SNACKS						
	1 serving of creamy carbonara	75	₱100.00	7,500.00			
	1 glass of juice						
PAX	LUNCH						
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat	75	₱400.00	30,000.00			
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
PAX	PM SNACKS						
	1 serving of chicken sandwich	75	₱100.00	7,500.00			
	1 glass of juice						
PAX	DINNER						
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat	75	₱400.00	30,000.00			
	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			
	DAY 2						
PAX	BREAKFAST						
	1 cup of rice						
	1 serving of egg	75	₱200.00	15,000.00			
	1 serving of dried/smoked fish						
	1 serving of meat						
	1 serving of fruit in season						
PAX	AM SNACKS						
	1 serving of spaghetti with meatballs with 1 pc garlic toast	75	₱100.00	7,500.00			
	1 glass of juice						



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RACQUEL G. GARCIA

	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 pc siopao pork asado (large) with sauce 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			
	Room Accommodation and Use of Function Hall	75	₱800.00	60,000.00			
	DAY 3						
	BREAKFAST 1 cup of rice 1 serving of corned beef with potatoes and onions 1 serving of crispy dills with vinegar 1 serving of tortang talong 1 serving of fruit in season	75	₱200.00	15,000.00			
PAX	AM SNACKS 1 serving of fresh lumpia 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 tuna sandwich 1 glass of juice	75	₱100.00	7,500.00			



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RACQUEL G. GARCIA

OTHER REQUIREMENTS:

1. The caterer is expected to provide training venue where meals and snacks shall be delivered.
2. Meals shall be served hot and be ready no later than 6:00 AM for Breakfast, 9:30 AM for AM Snacks, 11:30 AM for Lunch, 2:30 PM for PM Snacks, and 6:00 PM for Dinner.
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 shall provide the two-way managed buffet, 1 water station and overflowing coffee/tea per breakout room.
8. The caterer is expected to set up the tables and chairs at the training venue.
9. The caterer is responsible for the upkeep of the training venue.
10. The caterer shall provide five (5) pax buffers in the training venue.
11. The caterer shall provide the sound system and screen projector and ensure that staff are available to operate and manage the equipment throughout the activity.
12. The training venue shall have separate comfort rooms for male and female.
13. The supplier's venue can accommodate the specified number of participants within the hotel without compromising comfort and can provide three (3) function rooms for breakout sessions. The hotel room can accommodate at most 4 pax.

TOTAL

345,000.00

PURPOSE: PROCUREMENT OF MEALS & SNACKS, INCLUSIVE OF VENUE AND ROOM ACCOMMODATION FOR THE CONDUCT OF UPSKILLING GRADE 3 TEACHERS IN THE SCIENCE OF READING

Canvassed By

Signature of Dealer



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

Website: <https://sdosancarloscity1.com>

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