Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260923-001 RFQ #116

Company/Business Name and Address

Date: September 23, 2026
Fund Code: ROI-25-2115
MOP: SMALL VALUE PROCUREMENT
Contact No.: 09096681149
Contact Person: LILIBETH A. MAGTANG

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 29, 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.
5. Warranty Certificate

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.

LILIBETH A. MAGTANG
BUYER/END-USER

GENERAL NAME OF THE ITEMS: **LEARNING MATERIALS**

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	
PC	Title: Splashy Adventures of Mik-Mik and Friends; pages: 32 (2 covers, 30 inside pages)	1479	₱96.00	141,984.00			
PC	Title: Brave Bird; pages: 12 (2 covers, 10 inside pages)	1460	₱36.00	52,560.00			
PC	Title: My Amazing Cat; pages: 12 (2 covers, 10 inside pages)	1460	₱36.00	52,560.00			
PC	Title: Jill Loves the Farm; pages: 12 (2 covers, 10 inside pages)	1460	₱36.00	52,560.00			
PC	Title: Alma's Basket; pages: 12 (2 covers, 10 inside pages)	1460	₱36.00	52,560.00			
PC	Title: Dave saw a Cave; pages: 12 (2 covers, 10 inside pages)	1460	₱36.00	52,560.00			
PC	Title: Jack and Zach; pages: 12 (2 covers, 10 inside pages)	1460	₱36.00	52,560.00			
PC	Title: Lino's Telescope; pages: 28 (2 covers, 26 inside pages)	1460	₱84.00	122,640.00			
	"PLEASE SEE THE ATTACHED TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS"			-			
	TOTAL			**579,984.00**			

PURPOSE:PRINTING OF LITERACY MATERIALS FOR DISTRIBUTION TO SCHOOLS TO SUPPORT LITERACY DEVELOPMENT UNDER THE ARAL PROGRAM

Canvassed By

Signature of Dealer

TECHNICAL SPECIFICATIONS

Title:

Printing of Literacy Materials for Distribution to Schools to Support Literacy Development under the ARAL Program

PAPER AND BINDING

- Book Size: **8.3" x 11.7" (A4)**
- Paper Orientation: **Portrait**
- Paper (Cover): **Foldcote 10**
- Paper (Inside): Book Paper at least 70 GSM
- Color (Cover): 4/4
- Color (Inside): 4/4
- Binding: Saddle Stitch (24+ pages); Stapled (23 or less pages)
- Sorting: The LR shall be sorted by the supplier per school by title.
- Packing: The LR shall be packed using durable paper per school by title with corresponding labeling and uniform template for the cover of the pack.

DELIVERY AND INSPECTION:

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 at records.sccp@deped.gov.ph.

The additional guidelines on the procedures of Inspection and Delivery are detailed as follows:

1. Upon receipt of the Notice of Delivery by the Records Office, the communication will be routed to the Supply Office, and the latter will immediately forward it to the Schools Division Superintendent. The Supply Office will also inform the Division Inspectorate Team, and End-User/Proponent of the project of the said delivery through an Inspection Order signed by the Head of the Agency or the Administrative Officer, if authorized, with the Technical Specifications attached to the project.
2. On the day of the delivery, the Division Inspectorate Team and End-User of the project shall inspect the delivery of goods in the Division Office. After which, the winning bidder shall deliver the LR material to the recipient schools based on the distribution list.

3. The Inspection and Acceptance Report shall be signed by the members of the Division Inspectorate Team in accordance with the Technical Specifications of the project.
4. The signed Delivery Receipt shall be prepared and submitted by the supplier.
5. The Inventory Custodian Slip (ICS) shall be prepared by the Division Supply Officer.

*Note: The Delivery Receipt must be registered to the BIR (Bureau of Internal Revenue)

Printing and Delivery of Leveled Readers for Key Stage 1

LR Type	Title	No. of Pages	No. of Copies	Total No. of Pages	Statement of Compliance
Storybook	Splashy Adventures of Mik-Mik and Friends	32	1,479	47,328	
Storybook	Brave Bird	12	1,460	17,520	
Storybook	My Amazing Cat	12	1,460	17,520	
Storybook	Jill Loves the Farm	12	1,460	17,520	
Storybook	Alma's Basket	12	1,460	17,520	
Storybook	Dave Saw a Cave	12	1,460	17,520	
Storybook	Jack and Zach	12	1,460	17,520	
Storybook	Lino's Telescope	28	1,460	40,880	
	TOTAL:		11,699	193,328	
				₱ 3.00	
				₱579,984.00	

Grades 7-10 DLP LAS & TN	No. of Sets
Buffer to CID Office	1
Buffer to EPS	1
Buffer to Library & Library Hub	3

TERMS OF REFERENCE

1. Price offer exceeding the ABC for this project shall be automatically disqualified.
2. Contract documents relevant to the Project that are required by existing laws and/or the Procuring Entity are as follows:
   - Mayor's/Business Permit
   - PhilGEPS Registration Number Certificate
   - Certificate of Registration (BIR Form 2303)
   - Warranty Certificate
   - Notarized Sworn Statement (revised) for ABC more than ₱200,000.00.

3. Issuance of Warranty Certificates to assure that manufacturing defects shall be corrected by the supplier after the Acceptance by the procuring entity of delivered supplies.

Prepared by:

LILIBETH A. MAGTANG, EdD
EPS, CID
End-User

Noted by:

EDITHA R. PRIDAS, PhD
Chief, CID
Project Owner