



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260923-002 RFQ #125

Date: September 23, 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 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.

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.

GENERAL NAME OF THE ITEMS: MEALS AND SNACKS WITH ACCOMODATION AND FUNCTION HALL

RACQUEL G. GARCIA
BUYER/END-USER

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	120	₱100.00	12,000.00			
	1 glass of juice						
PAX	LUNCH						
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat	120	₱400.00	48,000.00			
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
	PM SNACKS						
	1 serving of chicken sandwich	120	₱100.00	12,000.00			
	1 glass of juice						
PAX	DINNER						
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat	120	₱400.00	48,000.00			
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
	Room Accommodation and Use of Function Hall	120	₱800.00	96,000.00			
	DAY 2						
PAX	BREAKFAST						
	1 cup of rice						
	1 serving of egg	120	₱200.00	24,000.00			
	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	120	₱100.00	12,000.00			
	1 glass of juice						



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PAX	LUNCH					
	1 bowl of soup					
	1 cup of rice					
	1 serving of meat	120	₱400.00	48,000.00		
	1 serving of fish					
	1 serving of vegetable					
	1 serving of dessert					
	1 bottle of water					
PAX	PM SNACKS					
	1 pc siopao pork asado (large) with sauce	120	₱100.00	12,000.00		
	1 glass of juice					
PAX	DINNER					
	1 bowl of soup					
	1 cup of rice					
	1 serving of meat	120	₱400.00	48,000.00		
	1 serving of fish					
	1 serving of vegetable					
	1 serving of dessert					
	1 bottle of water					
PAX	Room Accommodation and Use of Function Hall	120	₱800.00	96,000.00		
	DAY 3					
PAX	BREAKFAST					
	1 cup of rice					
	1 serving of corned beef with potatoes and onions	120	₱200.00	24,000.00		
	1 serving of crispy dills with vinegar					
	1 serving of tortang talong					
	1 serving of fruit in season					
PAX	AM SNACKS					
	1 serving of fresh lumpia	120	₱100.00	12,000.00		
	1 glass of juice					
PAX	LUNCH					
	1 bowl of soup					
	1 cup of rice					
	1 serving of meat	120	₱400.00	48,000.00		
	1 serving of fish					
	1 serving of vegetable					
	1 serving of dessert					
	1 bottle of water					
PAX	PM SNACKS					
	1 serving of tuna sandwich	120	₱100.00	12,000.00		
	1 glass of juice					



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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.
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 upkeeping of the training venue.
10. The caterer shall provide five (5) pax buffers in the training venue.
11. The caterer shall provide the function room/s, audio-visual systems/facilities, and other necessary equipment and requirements, including free internet connection, LCD projector, extension wires, and other related facilities. Adequate technical/support staff shall be available throughout the activity to operate, manage, and assist with the use of the equipment and facilities.
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 atmost 4 pax.

Total ABC: Php 552,000.00

PURPOSE: PROCUREMENT OF MEALS & SNACKS, INCLUSIVE OF VENUE AND ROOM ACCOMODATION FOR THE CONDUCT OF REFLECTIVE PRACTICE FOR SHS: CREATING OPPURTUNITIES FOR CONTINUOUS IMPROVEMENT

Canvassed By

Signature of Dealer



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

Website: <https://sdosancarloscityr1.com>

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