



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

## INVITATION TO BID

### PROCUREMENT OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF THE QUARTERLY RMEA SYSTEM IMPLEMENTATION FOR CY 2025 (Q1, Q2, Q3, Q4)

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2025** intends to apply the sum of **Two Million One Hundred Thousand Eight Hundred Pesos Only (P2,100,800.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF THE QUARTERLY RMEA SYSTEM IMPLEMENTATION FOR CY 2025 (Q1, Q2, Q3, Q4)**. Bids received in excess of the ABC shall automatically be rejected in accordance with Sec. 31.1 of the Revised IRR of RA 9184 at bid opening.

DESCRIPTION			ABC	BID DOCS PRICE
Unit	Item Description	Qty	P2,100,800.00	P5,000.00
	Procurement of Food & Accommodation for the conduct of the quarterly RMEA System Implementation for CY 2025 (Q1, Q2, Q3, Q4)			
pax	<b>Q1 Completed Staff Work (CSW) April 1-2, 2025 (Live-in)</b>	36		
	Food (4 Snacks, 2 Breakfast, 2 Lunch, and 2 Dinner) Breakfast of Day 1 - First meal, Last meal - Dinner of Day 2			
pax	<b>Q1 Program Implementation Review for SDOs April 14-15, 2025 (Live-in)</b>	72		
	Food (4 Snacks, 2 Breakfast, 2 Lunch, and 2 Dinner) Breakfast of Day 1 - First meal, Last meal - Dinner of Day 2			
pax	<b>Q1 Program Implementation Review for RO April 22-23, 2025</b>			

DESCRIPTION		ABC	BID DOCS PRICE
	<b>RO Personnel (Live-Out)</b> Food (4 Snacks, 2 Lunch) Live-out First Meal - AM Snacks of Day 1 Last Meal - PM Snacks of Day 2	27	
	<b>QAD Personnel (Live-In)</b> Food (4 Snacks, 2 Breakfast, 2 Lunch, 2-Dinner) First Meal - Dinner of Day 0 (April 21, 2025) Last Meal PM Snacks of Day 2	8	
	<b>Q1 Post Program Implementation Review April 24-25, 2025 (Live-in)</b>	9	
	Food (4-Snacks, 2 Breakfast, 2 Lunch, 2 Dinner) First meal - Dinner of Day 0 (April 23,2025), Last Meal-PM Snacks of Day 2		
	<b>Q2 Completed Staff Work (CSW) July 1-2, 2025 (Live-in)</b>	36	
	Food (4 Snacks, 2 Breakfast, 2 Lunch, and 2 Dinner) Breakfast of Day 1 - 1st meal, Last meal - Dinner of Day 2		
	<b>Q2 Program Implementation Review for SDOs. July 15-16, 2025</b>	72	
	Food (4 Snacks, 2 Breakfast, 2 Lunch, and 2 Dinner) Breakfast of Day 1 - 1st meal, Last meal - Dinner of Day 2		
	<b>Q2 Program Implementation Review for RO. July 17-18, 2025</b>		
	<b>RO Personnel (Live-Out)</b> Food (4 Snacks, 2 Lunch) Live-out First Meal - AM Snacks of Day 1 Last Meal - PM Snacks of Day 2	27	
	<b>QAD Personnel (Live-In)</b> Food (4 Snacks, 2-Breakfast, 2 Lunch, 2-Dinner) First Meal - Breakfast of Day 1, Last Meal -PM Snack of Day 2	8	
	<b>Q2 Post Program Implementation Review; July 21-22, 2025 Live-in</b>	9	



DESCRIPTION		ABC	BID DOCS PRICE
	Food (4-Snacks, 2 Breakfast, 2 Lunch, 2-Dinner) First meal - Dinner of Day 0 , Last Meal-PM Snacks of Day 2		
	<b>Q3 Completed Staff Work (CSW) October 1-2, 2025</b>	36	
	Food (4 Snacks, 2 Breakfast, 2 Lunch, and 2 Dinner) First Meal- Breakfast of Day 1 Last meal - Dinner of Day 2		
	<b>Q3 Program Implementation Review for SDOs. October 14-15, 2025</b>	72	
	Food (4-Snacks, 2-Breakfast, 2 Lunch, 2-Dinner) First Meal- Breakfast of Day 1, Last meal - Dinner of Day 2		
	<b>Q3 Program Implementation for RO; October 16-17, 2025</b>		
	<b>RO Personnel (Live-Out)</b> Food (4-Snacks, 2-Lunch) Live-out First Meal-AM Snacks of Day 1, Last Meal-PM Snacks of Day 2	27	
	<b>QAD Personnel (Live-In)</b> Food (4 snacks, 2 breakfast, 2 lunch, 2 dinner) First Meal - Breakfast of DAY 1 Last Meal - PM Snack of Day 2	8	
	<b>Q3 Post Program Implementation Review; October 21-22, 2025, Live-in</b>	9	
	Food (4-Snacks, 2 Breakfast, 2 Lunch, 2-Dinner) First meal - Dinner of Day 0, Last Meal - PM Snacks of Day 2		
	<b>Q4 Completed Staff Work (CSW) December 4-5, 2025</b>	36	
	Food (4 Snacks, 2 Breakfast, 2 Lunch, and 2 Dinner) Breakfast of Day 1 - 1st meal, Last meal - Dinner of Day 2		

DESCRIPTION		ABC	BID DOCS PRICE
	<b>Q4 Program Implementation Review for SDOs Dec. 15-16, 2025</b>	72	
	Food (4 Snacks, 2 Breakfast, 2 Lunch, and 2 Dinner) Breakfast of Day 1 - First Meal, Last meal- Dinner of Day 2		
	<b>Q4 Program Implementation Review for RO Dec. 17-18, 2025</b>		
	<b>RO Personnel (Live-Out)</b> Food (4 snacks, 2 lunch) Live-out First Meal-AM Snacks of Day 1 Last Meal - PM Snacks Day 2	27	
	<b>QAD Personnel (Live-In)</b> Food (4-Snacks, 2-Breakfast, 2 Lunch, 2-Dinner) QAD Personnel Live-in, First Meal- Breakfast of Day 1, Last Meal- PM Snack of Day 2	8	
	<b>Q4 Post Program Implementation Review; Dec. 22-23, 2025</b>	9	
	Food (4-Snacks, 2-Breakfast, 2 Lunch, 2-Dinner) First Meal - Dinner of Day 0 (Dec. 21, 2025), Last Meal- PM Snacks of Day 2		

**Room Accommodation**

1. A room designated for two individuals may contain two or more beds.
2. Clean and potable water for hygienic purposes.
3. Each participant must have the following items: mattress, blanket, towel, disposable toothbrush with toothpaste.
4. Daily housekeeping service
5. Fully functional bathrooms with hot and cold shower
6. Hotel soap and shampoo
7. Complimentary bottled water
8. No Bed sharing

**Conference Room Facilities**

1. Large Plenary Hall with sufficient space to accommodate 64 pax & more
2. Well-lit and well-ventilated venue
3. Presidential table
4. Has the number of chairs with covers and can accommodate required participants
5. Projection screen
6. Reliable, superfast Wi-Fi connectivity with Higher Mbps



7. Good quality Audio Equipment; 3 microphones (2-wireless & one wired microphone with stand)
8. Clean comfort rooms
9. An on-hand in-house technician to help you get set up.
10. Adequate Parking Space
11. Tarpaulin Banner Signage, size 4' x 8' (hanged in the Plenary & main entrance)

**Important Note/s:**

Winning Bidder must coordinate, one (1) day after issuance of Notice of Award (NOA), with the Quality Assurance Division (QAD) (Proponent), to discuss guidelines of the program, delivery schedule(s), and the expectation/s between both parties, Contact No. (053) 832-4625, E-mail address: qad.region8@deped.gov.ph.

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT OF FOOD AND ACCOMMODATION FOR THE CONDUCT OF THE QUARTERLY RMEA SYSTEM IMPLEMENTATION FOR CY 2025 (Q1, Q2, Q3, Q4)**. Bidders should have completed, within the last Five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Department of Education Regional Office VIII and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.

5. A complete set of **Bidding Documents may be acquired by the interested bidders on the day it is published in PhilGEPS, in DepEd Regional Office No. VIII, BAC Secretariat, located at Government Center, Candahug, Palo, Leyte, and DepEd Regional Office No. VIII website, [region8.deped.gov.ph](http://region8.deped.gov.ph)**, and upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount indicated in the Table in Paragraph 1. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person to **the DepEd Regional Office No. VIII Cashier**.

For prospective bidders who intend to **purchase the bidding documents through online banking**, the deposit may be made through:

**PHILIPPINE VETERANS BANK**

**Account Name:** DepEd RO 8

No.	Fund	Account Number
1.	SEMINAR	0025-0000097



**A scanned copy of the deposit slip** together with the **accomplished Bidders Information Sheet** shall be sent to the **BAC Secretariat** ([bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)), and the official payment receipt with the Bid Documents shall be sent to the bidder through email.

Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided Bidders shall pay the non-refundable fee for the Bidding Documents.

6. The Department of Education, Regional Office VIII will hold a **Pre-Bid Conference** on **March 19, 2025, 10:00 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**, through video conferencing via **MICROSOFT TEAMS**, which shall be open to prospective bidders. Physical appearance is also allowed.

7. **Bids must be received by the BAC Secretariat, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501** either through manual/physical submission or through courier **on or before 10:00 a.m. of April 1, 2025**. Late Bids shall not be accepted.

8. **All bids must be accompanied by a Bid Securing Declaration, or any form of Bid Security** and amount indicated in ITB Clause 14.

9. **Bid opening** shall be on **April 1, 2025, 10:15 AM** at the **DepEd Regional Office VIII, Candahug, Palo, Leyte**.

10. Participants are informed that the **Pre-Bid Conference and Opening of Bids shall be broadcasted**/shared to prospective bidders who wish to attend the said procurement activities online, **via Microsoft Teams**. Hence, **interested bidders shall provide** the BAC Secretariat ([bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)) **their respective Gmail addresses at least one (1) day before, so that they can join the procurement videoconference(s)**. Physical appearance is also allowed.

ACTIVITY	DATE & TIME OF CONDUCT	VENUE
Pre-Bid Conference	<b>March 19, 2025   10:00 AM</b>	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>April 1, 2025   10:15 AM</b>	

11. The Department of Education, Regional Office VIII reserves the right to reject any and all bids, declare a failure of bidding, or not award a contract at any time prior to contract award, in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

**RACHEL R. CUEVAS**

*Head, BAC Secretariat*

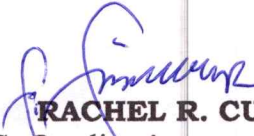
**DepEd Regional Office VIII**

*Government Center, Candahug, Palo, Leyte*


**Tel. No. (053) 832-5738**

**E-Mail: bac.region8@deped.gov.ph**


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