



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

INVITATION TO BID

PROCUREMENT OF LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE CONDUCT OF 2025 QUARTER 2-4 RMEA SYSTEM IMPLEMENTATION

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2025** intends to apply the sum of **One Million, One Hundred Ninety-Five Thousand, Two Hundred Pesos Only (P 1,195,200.00)**, being the **Approved Budget for the Contract (ABC)** for the **Procurement Of Lease of Venue with Food and Accommodation for the Conduct Of 2025 Quarter 2-4 RMEA System Implementation**. 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.

No	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lease of Venue with Food and Accommodation for the Conduct of 2025 Quarter 2-4 RMEA System Implementation					
Q2 Completed Staff Work (CSW) July 1-2, 2025 (Live-in)					
	pax	DAY 1: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast : <i>Rice, Slice Bread with Sandwich Spread, Beef Tapa, Scrambled Egg, Banana</i>	36	P200.00	P7,200.00
		AM Snacks : <i>Butter Cake, fresh fruit juice</i>	36	P100.00	P3,600.00
		Lunch: <i>Rice, Beef Nilaga w/ vegetables, Sweet & Sour Fish, Eggplant Kinilaw , Mango Float</i>	36	P400.00	P14,400.00
		PM Snacks: <i>Guinataang kamote with Fritters, Fresh fruit Juice</i>	36	P100.00	P3,600.00
		Dinner : <i>Rice, Special Bam-I, Pork menudo, Fried Fish ,Crab Soup, Water Melon</i>	36	P400.00	P14,400.00
		ACCOMMODATION	36	P800.00	P28,800.00
	pax	DAY 2: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast: <i>Rice, Bread with Peanut Butter, Sunny-Side-Up Eggs, Daing na Bangus, Papaya</i>	36	P200.00	P7,200.00
		AM Snacks: <i>Cheeseburger with Potato Fries, Fresh Fruit Juice</i>	36	P100.00	P3,600.00
		Lunch: <i>Rice, Chicken Curry, Sotanghon with Egg Soup, Ampalaya Ginisa, Pork Adobo, Water Melon</i>	36	P400.00	P14,400.00
		PM Snacks: <i>Buko Pie, Fresh Fruit Juice</i>	36	P100.00	P3,600.00

		Dinner: Rice, Lechon Kawali, Fish Tinola, Eggplant with Ground Pork in Oyster Sauce, Sliced Mango Fruit	36	P400.00	P14,400.00
Q2 PIR-SDO July 15-16, 2025					
	pax	DAY 1: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast : Rice, Bread with Sandwich Spread, Spanish Style Sardines in Oil, Scrambled Egg, Banana	72	P200.00	P14,400.00
		AM Snacks: Banana Turon, Fresh Fruit Juice	72	P100.00	P7,200.00
		Lunch: Rice, Fish Tinola, Beef Afritada, Vegetable Lumpia, Carrot Cake,	72	P400.00	P28,800.00
		PM Snacks: Puto, Pork Dinuguan, Fresh Fruit Juice	72	P100.00	P7,200.00
		Dinner: Rice, Pork Ribs Caldereta, Chicken Sotanghon Soup, Butter Mixed Vegetables, Fried Fish, Leche Flan	72	P400.00	P28,800.00
		ACCOMMODATION	72	P800.00	P57,600.00
	pax	DAY 2: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast: Rice, Bread with Peanut Butter, Pork Longganisa, Scrambled Egg, Banana	72	P200.00	P14,400.00
		AM Snacks: Hamburger with Potato Fries, Fresh Fruit Juice	72	P100.00	P7,200.00
		Lunch: Rice, Fish Tinola, Beef Afritada, Vegetable Lumpia, Carrot Cake,	72	P400.00	P28,800.00
		PM Snacks: Ginataan with Fries, Fresh Fruit Juice	72	P100.00	P7,200.00
		Dinner: Rice, Fried Spareribs, Butter Mixed Vegetables, Fish Tinola, Fruits	72	P400.00	P28,800.00
Q2 PIR-RO July 17-18, 2025					
	pax	DAY 1: 2 snacks, 1 lunch			
		AM Snacks: Empanada with Camote Fries, Fruit Juice	35	P100.00	P3,500.00
		Lunch: Rice, Nilagang Baka, Chopsuey, Fried Fish, Fruit Salad	35	P400.00	P14,000.00
		PM Snacks: Sotanghon, French Fries, Fresh Fruit Juice	35	P100.00	P3,500.00
	pax	DAY 2: 2 snacks, 1 lunch			
		AM Snacks: Siopao Asado with Potato Fries, Fresh Fruit Juice	35	P100.00	P3,500.00
		Lunch: Rice, Beef Caldereta, Fried Fish (slice), Misua w/Patola soup & Meatballs, Buko Pandan	35	P400.00	P14,000.00
		PM Snacks: Dinuguan with Puto, Fresh Fruit Juice	35	P100.00	P3,500.00
Q2 POST-PIR July 21-22, 2025					
	pax	DAY 1: 2 snacks, 1 lunch			
		AM Snacks: Fried Banana, Fresh Fruit Juice	9	P100.00	P900.00
		Lunch: Rice, Pata Hamonada, Fresh Fish Tinola, Vegatble Pinakbet, Mango Salad	9	P400.00	P3,600.00
		PM Snacks: Chicken Arrozcaldo with Potato Fries, Fresh Fruit Juice	9	P100.00	P900.00

	pax	DAY 2: 2 snacks, 1 lunch			
		AM Snacks: Banana Turon, Fresh Fruit Juice	9	₱100.00	₱900.00
		Lunch: Rice, Beef Caldereta, Chopsuey, Fish Tinola, Lettuce Salad	9	₱400.00	₱3,600.00
		PM Snacks: Empanada with potato fries, Fresh Fruit Juice	9	₱100.00	₱900.00
NOTE: UNLIMITED COFFEE, TEA, AND/OR CHOCO DRINKS (CSW,PIR, POST-PIR)					
		SUB TOTAL			₱398,400.00
Q3 Completed Staff Work (CSW) October 1-2, 2025					
	pax	DAY 1: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast: Rice, Bread with Sandwich Spread, Beef Tapa, Sunny Side-up Egg, Banana	36	₱200.00	₱7,200.00
		AM Snacks: Empanada with French Fries, Fresh Fruit Juice	36	₱100.00	₱3,600.00
		Lunch: Rice, Nilagang Baka w/Vegetables, Fried Fish Chopsuey, Macaroni Salad	36	₱400.00	₱14,400.00
		PM Snacks: Banana and Camote Fritters, Fresh Fruit Juice	36	₱100.00	₱3,600.00
		Dinner: Rice,Beefsteak, Buttered Vegetables,sliced Fried Fish, Sotanghon Soup, Orange	36	₱400.00	₱14,400.00
		ACCOMMODATION	36	₱800.00	₱28,800.00
	pax	DAY 2: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast: Rice, Slice Bread with Sandwich Spread, Sunny-Side-Up Eggs, Daing na Bangus, Papaya	36	₱200.00	₱7,200.00
		AM Snacks: Cheeseburger, Fresh Fruit Juice	36	₱100.00	₱3,600.00
		Lunch: Rice, Beef Kare-kare w/ Alamang, Sauted Sayote, Fried Slice Fish, Fruit Salad	36	₱400.00	₱14,400.00
		PM Snacks: Buko Pie, Fresh Fruit Juice	36	₱100.00	₱3,600.00
		Dinner: Rice, Lechon Kawali, Fish Paksiw, Vegetable Lumpia, Chocolate Cake	36	₱400.00	₱14,400.00
Q3 PIR-SDO October 14-15, 2025					
	pax	DAY 1: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast: Rice, Bread with Peanut Butter, Spanish Style Sardines in Oil, Scrambled Egg, Banana	72	₱200.00	₱14,400.00
		AM Snacks: Banana Turon, Fresh Fruit Juice	72	₱100.00	₱7,200.00
		Lunch: Rice, Pork Adobo, Fish Tinola (Yellow Fin), Eggplant Salad, Banana	72	₱400.00	₱28,800.00
		PM Snacks: Ginataan with Potato Fries, Fresh Fruit Juice	72	₱100.00	₱7,200.00
		Dinner: Rice, Fried Pork Chop, Eggplant w/Ground Pork in Oyster Sauce, Fried Chicken, Orange	72	₱400.00	₱28,800.00
		ACCOMMODATION	72	₱800.00	₱57,600.00

	pax	DAY 2: 1 Breakfast, 2 Snacks, 1 lunch, 1 Dinner			
		Breakfast:Rice, Slice Bread with Sandwich Spread, Pork Tocino, Scrambled Egg, Banana	72	₱200.00	₱14,400.00
		AM Snacks: Hamburger with Potato Fries, Fresh Fruit Juice	72	₱100.00	₱7,200.00
		Lunch: Rice, Pork Sinigang w/Veges, Fried Fish (Slice), Chopsuey, Mango & Tomato Salad	72	₱400.00	₱28,800.00
		PM Snacks: Empanadas, Fresh Fruit Juice	72	₱100.00	₱7,200.00
		Dinner: Rice, Fried-Ribs, Butter-Mixed Vegetables, Fried Fish-Sliced, Chocolate Cake	72	₱400.00	₱28,800.00
Q3 PIR-RO October 16-17, 2025					
	pax	DAY 1: 2 Snacks, 1 Lunch			
		AM Snacks: Ensymada with Camote Fries, Fresh Fruit Juice	35	₱100.00	₱3,500.00
		Lunch: Rice, Nilagang Baka, Fried Fish (sliced), Vegetable Lumpia, Fruit Salad	35	₱400.00	₱14,000.00
		PM Snacks: Empanada with potatoe fries, Fresh Fruit Juice	35	₱100.00	₱3,500.00
	pax	DAY 2: 2 Snacks, 1 Lunch			
		AM Snacks: Ginataan , Fresh Fruit Juice	35	₱100.00	₱3,500.00
		Lunch: Rice, Pork Ribs Sinigang w/Veges, Fried Fish (Slice), Eggplant Salad, Banana	35	₱400.00	₱14,000.00
		PM Snacks: Dinuguan with Puto, Juice in Can, Tea, Coffee	35	₱100.00	₱3,500.00
Q3 POST-PIR, October 21-22, 2025 Live-in					
	pax	DAY 1: 2 Snacks, 1 Lunch			
		AM Snacks: Banana with Camote Fritters, Bottled Lemon Iced Tea	9	₱100.00	₱900.00
		Lunch: Rice, Beef Caldereta, Fish Tinola (Blue Marlin), Mixed Vegetables, Fruit Salad	9	₱400.00	₱3,600.00
		PM Snacks: Hamburger with Potato Fries, Fresh Fruit Juice	9	₱100.00	₱900.00
	pax	Day 2: 2 Snacks, 1 Lunch			
		AM Snacks: Biko, Fresh Fruit Juice	9	₱100.00	₱900.00
		Lunch: Rice, Pork-Homba, Fish Tinola (Yellow Fin), Vegetable Pakbit, Lettuce Salad	9	₱400.00	₱3,600.00
		PM Snacks: Empanada, Iced Tea	9	₱100.00	₱900.00
NOTE: UNLIMITED COFFEE, TEA, AND/OR CHOCO DRINKS (CSW,PIR, POST-PIR)					
		SUB TOTAL			₱398,400.00
Q4 Completed Staff Work December 4-5, 2025					
	pax	Day 1: 1 Breakfast, 2 Snacks, 1 Lunch, 1 Dinner			
		Breakfast: Rice, Slice Bread with Sandwich Spread, Beef Tapa, Scrambled Egg, Banana	36	₱200.00	₱7,200.00
		AM Snacks: Pancit Canton with Slice Bread, Fresh Fruit Juice	36	₱100.00	₱3,600.00
		Lunch: Rice, Nilagang Baka, Fried Sliced Fish, Chopsuey, Mango Float	36	₱400.00	₱14,400.00
		PM Snacks: Banana with Camote Fritters, Fresh Fruit Juice	36	₱100.00	₱3,600.00

pax	<i>Dinner: Rice, Fish Tinola, Beefsteak-Tagalog, Buttered Vegetables, Soup, Orange</i>	36	₱400.00	₱14,400.00
	ACCOMMODATION	36	₱800.00	₱28,800.00
	Day 2: 1 Breakfast, 2 Snacks, 1 Lunch, 1 Dinner			
	<i>Breakfast: Rice, Bread with Peanut Butter, Sunny-Side-Up Eggs, Daing na Bangus, Papaya</i>	36	₱200.00	₱7,200.00
	<i>AM Snacks: Cheeseburger with Potato Fries, Fresh Fruit Juice</i>	36	₱100.00	₱3,600.00
	<i>Lunch: Rice, Beef Kare-kare w/ Alamang, Grilled Slice Fish, Ensaladang Talong, Fruit Salad</i>	36	₱400.00	₱14,400.00
	<i>PM Snacks: Special Siopao Asado, Fresh Fruit Juice</i>	36	₱100.00	₱3,600.00
	<i>Dinner: Rice, Lechon Kawali, Pork Nilaga, Vegetable Lumpia, Chocolate Cake</i>	36	₱400.00	₱14,400.00
Q4 PIR-SDO Dec. 15-16, 2025				
pax	Day 1: 1 Breakfast, 2 Snacks, 1 Lunch, 1 Dinner			
	<i>Breakfast: Rice, Slice Bread with Peanut Butter Spread, Spanish Style Sardines in Oil, Scrambled Egg, Banana</i>	72	₱200.00	₱14,400.00
	<i>AM Snacks: Biko, Fresh Fruit Juice</i>	72	₱100.00	₱7,200.00
	<i>Lunch: Rice, Nilagang Baka, Fried Fish-Slice, Pinakbet, Cucumber Salad</i>	72	₱400.00	₱28,800.00
	<i>PM Snacks: Cheeseburger with Fries, Fresh Fruit Juice</i>	72	₱100.00	₱7,200.00
	<i>Dinner: Rice, Butter-Mixed Vegetables, Chicken Lollipop, Nilagang Baka, Banana</i>	72	₱400.00	₱28,800.00
	ACCOMMODATION	72	₱800.00	₱57,600.00
	Day 2: 1 Breakfast, 2 Snacks, 1 Lunch, 1 Dinner			
pax	<i>Breakfast: Fried Rice, Slice Bread with Sandwich Spread, Boiled Egg, Daing na Pusit, Banana</i>	72	₱200.00	₱14,400.00
	<i>AM Snacks: Hamburger with Potato Fries, Fresh Fruit Juice</i>	72	₱100.00	₱7,200.00
	<i>Lunch: Rice, Pork Sinigang w/Veges, Chicken Calderita, Eggplant Salad, Buko Pandan</i>	72	₱400.00	₱28,800.00
	<i>PM Snacks: Clubhouse Sandwich with Potatoe Fries, Fresh Fruit Juice</i>	72	₱100.00	₱7,200.00
	<i>Dinner: Rice, Sweet& Sour Fish, Butter-Mixed Vegetables, Lechon kawali, Chocolate Cake</i>	72	₱400.00	₱28,800.00
	Q4 PIR-RO Dec. 17-18, 2025			
pax	DAY 1: 2 Snacks, 1 Lunch			
	<i>AM Snacks: Ensymada with Camote Fries, Fresh Fruit Juice</i>	35	₱100.00	₱3,500.00
	<i>Lunch: Plain Rice, Nilagang Baka, Fried Fish (sliced), Ginisang Baguio Beans w/Pork, Buko Salad</i>	35	₱400.00	₱14,000.00
	<i>PM Snacks: Chocolate Cake, Iced Tea</i>	35	₱100.00	₱3,500.00

	pax	Day 2: 2 Snacks, 1 Lunch			
		AM Snacks: Pancit with Slice Bread, Fresh Fruit Juice	35	₱100.00	₱3,500.00
		Lunch: Rice, Mixed Seafoods Soup, Salt & Pepper Pork Ribs, Fried Fish, Ampalaya, Cucumber Salad	35	₱400.00	₱14,000.00
		PM Snacks: Dinuguan with Puto, Green Iced Tea	35	₱100.00	₱3,500.00
Q4 POST -PIR Dec. 22-23, 2025					
	pax	Day 1: 2 snacks, 1 Lunch			
		AM Snacks: Ginataan Bilo-bilo, Fresh Fruit Juice	9	₱100.00	₱900.00
		Lunch: Rice, Fish Tinola , Mixed Vegetables , Beef Calderita, Fruit Salad	9	₱400.00	₱3,600.00
		PM Snacks: Hamburger with Potato Fries, Fresh Fruit Juice	9	₱100.00	₱900.00
	pax	Day 2: 2 Snacks, 1 Lunch			
		AM Snacks: Banana Fritter, Pine-Orange Juice n can	9	₱100.00	₱900.00
		Lunch: Rice, Beef Asado, Fish Tinola, Pinakbet, Lettuce Salad with Mango	9	₱400.00	₱3,600.00
		PM Snacks: Empanada, Fresh Fruit Juice	9	₱100.00	₱900.00
NOTE: UNLIMITED COFFEE, TEA, AND/OR CHOCO DRINKS (CSW,PIR, POST-PIR)					
		SUB TOTAL			₱398,400.00
		GRAND TOTAL			₱1,195,200.00
OTHER REQUIREMENTS:					
1. Available rooms can accommodate maximum of Five participants and no bed sharing is allowed					
2. Clean and potable water for hygienic purposes.					
3. Provision of mattress, blanket, towel, disposable toothbrush with toothpaste, Soap and Shampoo and with complimentary bottled water					
4. Daily housekeeping service					
5. Fully functional bathrooms with hot and cold shower					
Conference Room Facilities					
1. Large Plenary Hall with sufficient space to accommodate 64-80 pax					
2. Well Lighted and well ventilated venue					
3. Has the number of chairs with cover and can accommodate required participants					
4. Projection screen					
5. Provision of Wi-Fi with at least 1 mbps per user					
6. Clean comfort rooms					
7. Provision of In-House Audio- Video Operator					
8. Adequate Parking Space					
9. Provision of Tarpaulin Banner Signages, sizes 4'x8' (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 Lease of Venue with Food and Accommodation for the Conduct Of 2025 Quarter 2-4 RMEA System Implementation**. 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** and upon payment of the applicable fee for **Bidding Documents** amounting to **FIVE THOUSAND PESOS (Php. 5,000.00)**, pursuant to the latest Guidelines issued by the GPPB. 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**.

The Bidder shall submit the duly signed Bidding Documents during the Opening of Bids.

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), 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 **July 25, 2025, 3:00 PM** 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 August 8, 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 **August 8, 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) **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	July 25, 2025 3:00 PM	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	August 8, 2025 10:15 AM	

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

Prepared by:



RACHEL R. CUEVAS

EPS, Quality Assurance Division

Head, BAC Secretariat

Concurred:



CESAR P. VERUNQUE

Chief, Quality Assurance Division

End User / Proponent

Approved:



HARVIE D. VILLAMOR

Chief, HRDD

BAC Chairman