

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED REGIONAL OFFICE VIII FISCAL YEAR 2026**

*(EARLY PROCUREMENT ACTIVITY)*

Government of the Republic of the Philippines

**Sixth Edition**

August 2020

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





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

## INVITATION TO BID

**PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH  
FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED  
REGIONAL OFFICE VIII FISCAL YEAR 2026**  
(Early Procurement Activity)

1. The Department of Education Regional Office VIII, through the **General Appropriations Act CY 2026** intends to apply the sum of **Two Million Five Hundred Ninety Three Thousand Nine Hundred Pesos Only (₱2,593,900.00)**, being the **Approved Budget for the Contract (ABC)** for the **PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED REGIONAL OFFICE VIII FISCAL YEAR 2026 (EARLY PROCUREMENT ACTIVITY)**. 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.

LOT	DESCRIPTION	ABC / BID DOCS
1	<p><b>Venue for Lot 1:</b> DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte</p> <p><b>1. ESSD – Procurement of Meals for the Bi-Annual Regional Coordination Meeting of Educational Facilities Section Implementers – ₱253,000.00</b></p> <ul style="list-style-type: none"><li>With free-flowing coffee/chocolate drink/tea</li><li>Provision of tarpaulin banner</li></ul> <p><b>A. MID-YEAR MEETING</b></p> <ul style="list-style-type: none"><li>July 22–24, 2026, 55 participants</li><li>First Meal: Dinner, July 22, 2026</li><li>Last Meal: Lunch, July 24, 2026</li><li>Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li></ul> <p><b>B. YEAR-END MEETING</b></p> <ul style="list-style-type: none"><li>November 18–20, 2026, 55 participants</li><li>First Meal: Dinner, November 18, 2026</li><li>Last Meal: Lunch, November 20, 2026</li><li>Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li></ul> <p><b>2. ESSD – Procurement of Catering Services for the School Health and Nutrition Personnel Bi-Annual Convergence – ₱280,000.00</b></p> <ul style="list-style-type: none"><li>With free-flowing coffee/milk/chocolate drink</li><li>Provision of tarpaulin banner, 4 ft x 6 ft (each convergence)</li></ul> <p><b>A. MID-YEAR CONVERGENCE</b></p> <ul style="list-style-type: none"><li>July 24–26, 2026, 50 participants</li><li>First Meal: Lunch, July 24, 2026</li></ul>	₱1,811,900.00 / ₱5,000.00

LOT	DESCRIPTION	ABC / BID DOCS
	<ul style="list-style-type: none"> <li>• Last Meal: Lunch, July 26, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>B. YEAR-END CONVERGENCE</b></p> <ul style="list-style-type: none"> <li>• November 25–27, 2026, 55 participants</li> <li>• First Meal: Dinner, November 25, 2026</li> <li>• Last Meal: Lunch, November 27, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>3. FINANCE DIVISION – Procurement of Catering Services for Quarterly Internal Program Implementation Review – ₱245,000.00</b></p> <p><b>A. QUARTERLY PIR (Q1 &amp; Q2)</b></p> <ul style="list-style-type: none"> <li>• Q1 – March 18–19, 2026, 19 pax</li> <li>• Q2 – June 18–19, 2026, 19 pax</li> <li>• AM Snack, Lunch, PM Snack</li> </ul> <p><b>B. 2026 Q2 FGC (Lease of Venue with Food &amp; Accommodation)</b></p> <ul style="list-style-type: none"> <li>• May 20–22, 2026, 50 participants</li> <li>• First Meal: PM Snack, May 20, 2026</li> <li>• Last Meal: Lunch, May 22, 2026</li> <li>• Breakfast, AM Snack, Lunch, PM Snack, Dinner</li> <li>• Accommodation for May 20-21, 2026 (2 Days)</li> </ul> <p><b>4. PPRD – Catering Services for Calendar of Activities for FY 2026 – ₱48,800.00</b></p> <p><b>A. 1st Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>B. 2025 Annual Performance Review Conference &amp; 1st Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>C. 2nd Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>D. Midyear Performance Review &amp; 2nd Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>E. 3rd Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>F. 3rd Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>G. 4th Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>H. 4th Quarter Performance Review &amp; PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>5. ADMINISTRATIVE DIVISION – Catering Services for Various Activities for CY 2026 – ₱324,400.00</b></p> <p><b>Note:</b> With flowing coffee/choco; buffet style (not packed)</p> <p><b>A. Quarterly PIR</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack, 40 pax</li> <li>• Apr 7, Jul 8, Oct 16, Dec 4, 2026</li> </ul> <p><b>B. Mid-Year Performance Review / Year-End Evaluation</b></p>	

LOT	DESCRIPTION	ABC / BID DOCS
	<ul style="list-style-type: none"> <li>July 16–17 &amp; Nov 26–27, 2026</li> <li>AM Snack, Lunch, PM Snack, 40 pax</li> </ul> <p><b>C. Year-End Conference of RO VIII Property Custodians</b></p> <ul style="list-style-type: none"> <li>Nov 26, 2026</li> <li>AM Snack, Lunch, PM Snack, 40 pax</li> </ul> <p><b>D. Meeting with PLIs &amp; GFIs</b></p> <ul style="list-style-type: none"> <li>Oct 15, 2026</li> <li>AM Snack, Lunch, PM Snack, 80 pax</li> </ul> <p><b>E. Year-End Conference of RO VIII Property Custodians (2nd Listing)</b></p> <ul style="list-style-type: none"> <li>Nov 26, 2026</li> <li>AM Snack, Lunch, PM Snack, 35 pax</li> </ul> <p><b>F. Mid-Year Conference of RO VIII Property Custodians</b></p> <ul style="list-style-type: none"> <li>June 19, 2026</li> <li>AM Snack, Lunch, PM Snack, 35 pax</li> </ul> <p><b>G. Mid-Year Conference of SDO Supply Officers</b></p> <ul style="list-style-type: none"> <li>June 17–18, 2026</li> <li>AM Snack, Lunch, PM Snack, 22 pax</li> </ul> <p><b>6. ORD – Catering Services for Regional Executive Committee Meeting (REXECOM) 2026 – ₱460,800.00</b> Each date includes AM &amp; PM Snacks, Lunch, 32 pax</p> <ul style="list-style-type: none"> <li>January 12, 2026; January 26, 2026</li> <li>February 9, 2026; February 16, 2026</li> <li>March 9, 2026; March 23, 2026</li> <li>April 6, 2026; April 20, 2026</li> <li>May 4, 2026; May 18, 2026</li> <li>June 8, 2026; June 22, 2026</li> <li>July 6, 2026; July 20, 2026</li> <li>August 3, 2026; August 17, 2026</li> <li>September 7, 2026; September 21, 2026</li> <li>October 5, 2026; October 19, 2026</li> <li>November 9, 2026; November 23, 2026</li> <li>December 7, 2026; December 14, 2026</li> </ul> <p><b>7. ESSD–SPPS – Catering Services for 2026 Activities (EPA) – ₱199,900.00</b></p> <p><b>A. World Teachers' Day 2026</b></p> <ul style="list-style-type: none"> <li>Breakfast, AM Snack</li> <li>333 pax</li> <li>Date: TBD</li> </ul> <p><b>B. Brigada Skwela Kick-Off 2026 (June 1, 2026)</b></p> <ul style="list-style-type: none"> <li>AM Snack, PM Snack</li> <li>500 pax</li> <li>Individual packs</li> </ul>	
2	<p><b>Board and Lodging – “Metrics to Meaning: Leveraging AI and Design Thinking for Contextualized Learning” – ₱222,000.00</b></p> <p><b>A. Schedule &amp; Participants</b></p> <ul style="list-style-type: none"> <li>March 18–21, 2026</li> <li>7 participants</li> <li>First Meal: PM Snack, March 18, 2026</li> <li>Last Meal: Lunch, March 21, 2026</li> </ul> <p><b>B. Meal Inclusions</b></p>	<p>₱782,000.00 / ₱1,000.00</p>

LOT	DESCRIPTION	ABC / BID DOCS
	<ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snack</li> <li>• Lunch</li> <li>• PM Snack</li> <li>• Dinner</li> </ul> <p><b>C. Accommodation</b></p> <ul style="list-style-type: none"> <li>• March 18–20, 2026 (3 days)</li> </ul> <p><b>D. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Conference / Workshop Room</b> <ul style="list-style-type: none"> <li>◦ 1 session room for 37 participants</li> <li>◦ Chairs for all participants</li> <li>◦ LCD projector setup</li> <li>◦ Reliable WiFi for at least 37 devices</li> <li>◦ High-fidelity sound system with 2 wireless microphones</li> <li>◦ Clean male/female CRs</li> </ul> </li> <li>• <b>Connectivity</b> <ul style="list-style-type: none"> <li>◦ All function rooms and guest rooms must have strong internet and telecom signal</li> </ul> </li> <li>• <b>Tarpaulin</b> <ul style="list-style-type: none"> <li>◦ 1 tarpaulin, 5 × 9 ft (End-user provides design)</li> </ul> </li> <li>• <b>Drinking Water</b> <ul style="list-style-type: none"> <li>◦ Complimentary water in function room &amp; guest rooms</li> </ul> </li> </ul> <p><b>E. Room Accommodation Conditions</b></p> <ul style="list-style-type: none"> <li>• 3 persons per room max</li> <li>• Check-in: 2:00 PM</li> <li>• Check-out: 12:00 NN</li> <li>• Day 1–3: Complete meals with accommodation</li> </ul> <p><b>F. Food Requirements</b></p> <ul style="list-style-type: none"> <li>• Free-flowing hot/cold coffee, tea, chocolate drinks</li> <li>• Must observe halal food for concerned individuals</li> </ul> <p><b>2. Board and Lodging – Convergence of Learning System Strand Implementers – ₱560,000.00</b></p> <p><b>A. Schedule &amp; Participants</b></p> <ul style="list-style-type: none"> <li>• July 28–30, 2026</li> <li>• 140 participants</li> <li>• First Meal: PM Snack (July 28, 2026)</li> <li>• Last Meal: Lunch (July 30, 2026)</li> </ul> <p><b>B. Meal Inclusions</b></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snack</li> <li>• Lunch</li> <li>• PM Snack</li> <li>• Dinner</li> </ul> <p><b>C. Accommodation</b></p> <ul style="list-style-type: none"> <li>• July 28–29, 2026 (2 days)</li> </ul> <p><b>D. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Conference / TWG Room</b> <ul style="list-style-type: none"> <li>◦ Air-conditioned audio-visual room</li> </ul> </li> </ul>	

LOT	DESCRIPTION	ABC / BID DOCS
	<ul style="list-style-type: none"> <li>○ Good for 14 pax</li> <li>• <b>Connectivity</b> <ul style="list-style-type: none"> <li>○ All rooms must have strong internet and telecom signal</li> </ul> </li> <li>• <b>Tarpaulins</b> <ul style="list-style-type: none"> <li>○ Two (2) tarpaulins – 5 × 9 ft</li> <li>○ Two (2) tarpaulins – 4 × 8 ft</li> <li>○ End-user provides design</li> </ul> </li> <li>• <b>Drinking Water</b> <ul style="list-style-type: none"> <li>○ Complimentary water in all function rooms &amp; guest rooms</li> </ul> </li> <li>• <b>Transportation</b> <ul style="list-style-type: none"> <li>○ Vehicle transport to/from airport</li> </ul> </li> <li>• <b>Plenary Hall</b> <ul style="list-style-type: none"> <li>○ Capacity: 140 pax</li> <li>○ Air-conditioned</li> <li>○ Internet speed min. 1 Mbps (actual requirement text)</li> </ul> </li> <li>• <b>Breakout Rooms</b> <ul style="list-style-type: none"> <li>○ 4 session rooms</li> <li>○ Each with: <ul style="list-style-type: none"> <li>▪ LCD projector</li> <li>▪ Speaker system</li> <li>▪ 2 wireless microphones</li> <li>▪ Capacity per room: 35 pax</li> </ul> </li> </ul> </li> </ul> <p><b>E. Room Accommodation Conditions</b></p> <ul style="list-style-type: none"> <li>• Room sharing: up to 4 persons (1:4)</li> <li>• Check-in: 2:00 PM</li> <li>• Check-out: 12:00 NN</li> <li>• Day 1: PM Snack as first meal</li> <li>• Last Day: Lunch as last meal</li> </ul> <p><b>F. Food Requirements</b></p> <ul style="list-style-type: none"> <li>• Free-flowing hot/cold coffee, tea, chocolate drinks</li> <li>• Must observe halal food for concerned individuals</li> </ul>	

**Important Note/s:**

- Bidders intending to participate in the procurement of multiple lots shall submit separate bid documents and complete requirements for each lot they wish to participate in.
- **Winning Bidder must coordinate**, one (1) day after issuance of Notice of Award (NOA), with the **AD - Procurement Unit** (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: [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph).

2. The Department of Education, Regional Office VIII now invites bids for the **PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED REGIONAL OFFICE VIII FISCAL YEAR 2026 (EARLY PROCUREMENT ACTIVITY)**. 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** in the amount found in the Table in Paragraph 1, 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](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 **December 15, 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 December 29, 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 **December 29, 2026, 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>DECEMBER 15, 2025   10:00 AM</b>	DepEd Regional Office VIII, Candahug, Palo, Leyte
Opening of Bids	<b>DECEMBER 29, 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*

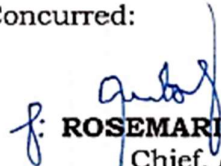
**Tel. No. (053) 832-4625**

**E-Mail: [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph)**


Prepared by:

  
**RACHEL R. CUEVAS**  
EPS, QAD  
Head, BAC Secretariat

Concurred:

  
**ROSEMARIE M. GUINO**  
Chief, ADMIN  
End User / Proponent

Approved:

  
**HARVIE D. VILLAMOR**  
Chief, HRDD  
BAC Chairman



## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Department of Education Regional Office VIII** wishes to receive Bids for the **PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED REGIONAL OFFICE VIII FISCAL YEAR 2026 (EARLY PROCUREMENT ACTIVITY)**.

The Procurement Project **is composed of Two (2) Lots**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding with the amount of **Two Million Five Hundred Ninety Three Thousand Nine Hundred Pesos Only (₱2,593,900.00)**.

2.2. The source of funding is:

a. **General Appropriations Act CY 2026**

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA 9184, the bidder shall have, within the last five (5) years from the date of submission and receipt of bids, a Single Largest Completed Contract (SLCC) that is at least one (1) contract similar to the project of the value of which adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. . The Procuring Entity has prescribed that:
  - a. **Subcontracting is NOT allowed.**

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference through videoconferencing for this Project on the specified date and time as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last five (5) years from the date of submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
  - a. Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid within **One Hundred Twenty (120) Calendar Days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **15. Sealing and Marking of Bids**

Number of copies of the Bid to be submitted:

Each Bidder shall submit a Mother Envelope containing two (2) sets of documents – one (1) for the Technical Component which will comprise Original, Copy 1, and Copy 2 Eligibility and Technical Documents, and one (1) for the Financial Component which will also comprise Original, Copy 1, and Copy 2.

Failure to submit the required originals of the Technical Component Documents is ground for rejection or disqualification of the bids.

Failure to submit copies of the same documents mentioned above is not a ground for rejection or disqualification of the bid(s). However, bidders are strongly encouraged to submit the additional copies to facilitate objective and efficient examination of their bid(s).

## **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time and either at its **manual/physical submission or through courier** to the address as indicated in paragraph 7 of the **IB**.
- 16.2. The Bidder shall submit the duly signed Bidding Documents during the Opening of Bids.

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public through videoconferencing at the time, on the date, and at the place specified in paragraph 7 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

**19.4. The Project shall be awarded as follows:**

**Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.**

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

**20. Post-Qualification**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

**21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

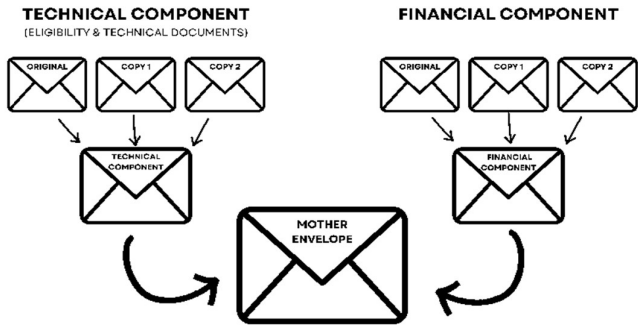
This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.



## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p><b>a. Catering Services</b></p> <p>b. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA 9184, the bidder shall have, within the last five (5) years from the date of submission and receipt of bids, a Single Largest Completed Contract (SLCC) that is at least one (1) contract similar to the project of the value of which adjusted to current prices using the PSA's CPI, must be at least equivalent to:</p> <p>➤ For the procurement of <b>Expendable Supplies and Services</b>: <i>The Bidder must have completed a single contract that is similar to this Project, equivalent to <b>at least twenty-five percent (25%) of the ABC.</b></i></p>
7.1	<b>Sub-contracting is NOT allowed.</b>
12	The price of the Goods shall be quoted DDP <i>Department of Education Regional Office VIII, Candahug, Palo, Leyte 6501</i> , or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.</p>
15	<p><b>“SEALING AND MARKING OF BIDS”</b></p> <p>Each Bidder shall submit a Mother Envelope containing two (2) sets of documents – one (1) for the Technical Component which will comprise Original, Copy 1, and Copy 2 Eligibility and Technical Documents, and one (1) for the Financial Component which will also comprise Original, Copy 1, and Copy 2.</p> <div style="text-align: center;">  <p>The diagram illustrates the required envelope structure for bid submission. On the left, under the heading 'TECHNICAL COMPONENT (ELIGIBILITY &amp; TECHNICAL DOCUMENTS)', three individual envelopes labeled 'ORIGINAL', 'COPY 1', and 'COPY 2' are shown. Arrows from these three envelopes point to a single, larger envelope labeled 'TECHNICAL COMPONENT'. On the right, under the heading 'FINANCIAL COMPONENT', three individual envelopes labeled 'ORIGINAL', 'COPY 1', and 'COPY 2' are shown. Arrows from these three envelopes point to a single, larger envelope labeled 'FINANCIAL COMPONENT'. Finally, arrows from both the 'TECHNICAL COMPONENT' and 'FINANCIAL COMPONENT' envelopes point to a central, largest envelope labeled 'MOTHER ENVELOPE', indicating that both components must be submitted within this single outer envelope.</p> </div>

	<p>Failure to submit the required originals of the Technical Component documents and the required originals of the Financial Component documents is a ground for rejection or disqualification of the bid(s).</p> <p>Failure to submit copies of the same documents mentioned above is not a ground for rejection or disqualification of the bid(s). However, bidders are strongly encouraged to submit the additional copies to facilitate objective and efficient examination of their bids.</p> <p>Original copies of the PhilGEPS Registration Certificate (Platinum Membership), SEC/DTI/CDA Registration Certificate, Mayor's or Business Permit, Tax Clearance and Audited Financial Statements may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s).</p>
19.3	<p><b>The Procurement is intended for:</b></p> <p><b>PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED REGIONAL OFFICE VIII FISCAL YEAR 2026 (EARLY PROCUREMENT ACTIVITY)</b></p> <p><b><i>REFER TO SECTION VII FOR FULL LIST</i></b></p>
20	<p><b>"Post Qualification"</b></p> <p>To facilitate the post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, the documents required in Section II. ITB 20 in a separate envelope as follows:</p> <p>1. Latest income and business tax returns: Printed copies of the Electronically Filed Income Tax/Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/ tax year from the authorized agent bank;</p> <p>Only Tax returns filed and taxes paid through the BIR electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>The envelope shall be marked:</p> <p>ITB 20 Documents  Name of Project: <b>PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED REGIONAL OFFICE VIII FISCAL YEAR 2026 (EARLY PROCUREMENT ACTIVITY)</b>  Bid Opening Date: _____  Name of Bidder: _____</p>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. **Advance Payment and Terms of Payment**

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *In the case of Framework Agreement*, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

**5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

**6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered Department of Education Regional Office VIII, Government Center, Candahug, Palo, Leyte, In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>DR. ALEJANDRA B. LAGUMBAY</b>, Chief, ESSD (Proponent).</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods.</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods.</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> </ol>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>



	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The Head of the Procuring Entity (HoPE) shall allow partial payment for partial accomplishments corresponding to the percentage of goods delivered. On the other hand, liquidated damages as provided for under the IRR of RA 9184 be imposed on works beyond the specified contract period, inclusive of duly granted time extension, if any.</p>
4	<p>The inspections and tests that will be conducted are: <i>[Required during the Pre-Inspection activity for the product samples.</i></p>

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

LOCATION: **TBA**

DURATION: **See schedule below;**

LOT	DESCRIPTION	ABC / BID DOCS
1	<p><b>Venue for Lot 1:</b> DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte</p> <p><b>1. ESSD – Procurement of Meals for the Bi-Annual Regional Coordination Meeting of Educational Facilities Section Implementers – ₱253,000.00</b></p> <ul style="list-style-type: none"> <li>• With free-flowing coffee/chocolate drink/tea</li> <li>• Provision of tarpaulin banner</li> </ul> <p><b>A. MID-YEAR MEETING</b></p> <ul style="list-style-type: none"> <li>• July 22–24, 2026, 55 participants</li> <li>• First Meal: Dinner, July 22, 2026</li> <li>• Last Meal: Lunch, July 24, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>B. YEAR-END MEETING</b></p> <ul style="list-style-type: none"> <li>• November 18–20, 2026, 55 participants</li> <li>• First Meal: Dinner, November 18, 2026</li> <li>• Last Meal: Lunch, November 20, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>2. ESSD – Procurement of Catering Services for the School Health and Nutrition Personnel Bi-Annual Convergence – ₱280,000.00</b></p> <ul style="list-style-type: none"> <li>• With free-flowing coffee/milk/chocolate drink</li> <li>• Provision of tarpaulin banner, 4 ft x 6 ft (each convergence)</li> </ul> <p><b>A. MID-YEAR CONVERGENCE</b></p> <ul style="list-style-type: none"> <li>• July 24–26, 2026, 50 participants</li> <li>• First Meal: Lunch, July 24, 2026</li> <li>• Last Meal: Lunch, July 26, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>B. YEAR-END CONVERGENCE</b></p> <ul style="list-style-type: none"> <li>• November 25–27, 2026, 55 participants</li> <li>• First Meal: Dinner, November 25, 2026</li> <li>• Last Meal: Lunch, November 27, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>3. FINANCE DIVISION – Procurement of Catering Services for Quarterly Internal Program Implementation Review – ₱245,000.00</b></p> <p><b>A. QUARTERLY PIR (Q1 &amp; Q2)</b></p> <ul style="list-style-type: none"> <li>• Q1 – March 18–19, 2026, 19 pax</li> <li>• Q2 – June 18–19, 2026, 19 pax</li> <li>• AM Snack, Lunch, PM Snack</li> </ul> <p><b>B. 2026 Q2 FGC (Lease of Venue with Food &amp; Accommodation)</b></p> <ul style="list-style-type: none"> <li>• May 20–22, 2026, 50 participants</li> <li>• First Meal: PM Snack, May 20, 2026</li> </ul>	<p>₱1,811,900.00 / ₱5,000.00</p>

LOT	DESCRIPTION	ABC / BID DOCS
	<ul style="list-style-type: none"> <li>• Last Meal: Lunch, May 22, 2026</li> <li>• Breakfast, AM Snack, Lunch, PM Snack, Dinner</li> <li>• Accommodation for May 20-21, 2026 (2 Days)</li> </ul> <p><b>4. PPRD – Catering Services for Calendar of Activities for FY 2026 – ₱48,800.00</b></p> <p><b>A. 1st Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>B. 2025 Annual Performance Review Conference &amp; 1st Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>C. 2nd Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>D. Midyear Performance Review &amp; 2nd Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>E. 3rd Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>F. 3rd Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>G. 4th Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>H. 4th Quarter Performance Review &amp; PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>5. ADMINISTRATIVE DIVISION – Catering Services for Various Activities for CY 2026 – ₱324,400.00</b>  <b>Note:</b> With flowing coffee/choco; buffet style (not packed)</p> <p><b>A. Quarterly PIR</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack, 40 pax</li> <li>• Apr 7, Jul 8, Oct 16, Dec 4, 2026</li> </ul> <p><b>B. Mid-Year Performance Review / Year-End Evaluation</b></p> <ul style="list-style-type: none"> <li>• July 16–17 &amp; Nov 26–27, 2026</li> <li>• AM Snack, Lunch, PM Snack, 40 pax</li> </ul> <p><b>C. Year-End Conference of RO VIII Property Custodians</b></p> <ul style="list-style-type: none"> <li>• Nov 26, 2026</li> <li>• AM Snack, Lunch, PM Snack, 40 pax</li> </ul> <p><b>D. Meeting with PLIs &amp; GFIs</b></p> <ul style="list-style-type: none"> <li>• Oct 15, 2026</li> <li>• AM Snack, Lunch, PM Snack, 80 pax</li> </ul> <p><b>E. Year-End Conference of RO VIII Property Custodians (2nd Listing)</b></p> <ul style="list-style-type: none"> <li>• Nov 26, 2026</li> <li>• AM Snack, Lunch, PM Snack, 35 pax</li> </ul> <p><b>F. Mid-Year Conference of RO VIII Property Custodians</b></p> <ul style="list-style-type: none"> <li>• June 19, 2026</li> <li>• AM Snack, Lunch, PM Snack, 35 pax</li> </ul> <p><b>G. Mid-Year Conference of SDO Supply Officers</b></p> <ul style="list-style-type: none"> <li>• June 17–18, 2026</li> <li>• AM Snack, Lunch, PM Snack, 22 pax</li> </ul> <p><b>6. ORD – Catering Services for Regional Executive Committee Meeting (REXECOM) 2026 – ₱460,800.00</b></p>	

LOT	DESCRIPTION	ABC / BID DOCS
	<p>Each date includes AM &amp; PM Snacks, Lunch, 32 pax</p> <ul style="list-style-type: none"> <li>• January 12, 2026; January 26, 2026</li> <li>• February 9, 2026; February 16, 2026</li> <li>• March 9, 2026; March 23, 2026</li> <li>• April 6, 2026; April 20, 2026</li> <li>• May 4, 2026; May 18, 2026</li> <li>• June 8, 2026; June 22, 2026</li> <li>• July 6, 2026; July 20, 2026</li> <li>• August 3, 2026; August 17, 2026</li> <li>• September 7, 2026; September 21, 2026</li> <li>• October 5, 2026; October 19, 2026</li> <li>• November 9, 2026; November 23, 2026</li> <li>• December 7, 2026; December 14, 2026</li> </ul> <p><b>7. ESSD-SPPS – Catering Services for 2026 Activities (EPA) – ₱199,900.00</b></p> <p><b>A. World Teachers' Day 2026</b></p> <ul style="list-style-type: none"> <li>• Breakfast, AM Snack</li> <li>• 333 pax</li> <li>• Date: TBD</li> </ul> <p><b>B. Brigada Skwela Kick-Off 2026 (June 1, 2026)</b></p> <ul style="list-style-type: none"> <li>• AM Snack, PM Snack</li> <li>• 500 pax</li> <li>• Individual packs</li> </ul>	
2	<p><b>Board and Lodging – “Metrics to Meaning: Leveraging AI and Design Thinking for Contextualized Learning” – ₱222,000.00</b></p> <p><b>A. Schedule &amp; Participants</b></p> <ul style="list-style-type: none"> <li>• March 18–21, 2026</li> <li>• 7 participants</li> <li>• First Meal: PM Snack, March 18, 2026</li> <li>• Last Meal: Lunch, March 21, 2026</li> </ul> <p><b>B. Meal Inclusions</b></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snack</li> <li>• Lunch</li> <li>• PM Snack</li> <li>• Dinner</li> </ul> <p><b>C. Accommodation</b></p> <ul style="list-style-type: none"> <li>• March 18–20, 2026 (3 days)</li> </ul> <p><b>D. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Conference / Workshop Room</b> <ul style="list-style-type: none"> <li>○ 1 session room for 37 participants</li> <li>○ Chairs for all participants</li> <li>○ LCD projector setup</li> <li>○ Reliable WiFi for at least 37 devices</li> <li>○ High-fidelity sound system with 2 wireless microphones</li> <li>○ Clean male/female CRs</li> </ul> </li> <li>• <b>Connectivity</b> <ul style="list-style-type: none"> <li>○ All function rooms and guest rooms must have strong internet and telecom signal</li> </ul> </li> <li>• <b>Tarpaulin</b> <ul style="list-style-type: none"> <li>○ 1 tarpaulin, 5 × 9 ft (End-user provides design)</li> </ul> </li> <li>• <b>Drinking Water</b></li> </ul>	<p>₱782,000.00 / ₱1,000.00</p>

LOT	DESCRIPTION	ABC / BID DOCS
	<ul style="list-style-type: none"> <li>○ Complimentary water in function room &amp; guest rooms</li> </ul> <p><b>E. Room Accommodation Conditions</b></p> <ul style="list-style-type: none"> <li>• 3 persons per room max</li> <li>• Check-in: 2:00 PM</li> <li>• Check-out: 12:00 NN</li> <li>• Day 1–3: Complete meals with accommodation</li> </ul> <p><b>F. Food Requirements</b></p> <ul style="list-style-type: none"> <li>• Free-flowing hot/cold coffee, tea, chocolate drinks</li> <li>• Must observe halal food for concerned individuals</li> </ul> <p><b>2. Board and Lodging – Convergence of Learning System Strand Implementers – ₱560,000.00</b></p> <p><b>A. Schedule &amp; Participants</b></p> <ul style="list-style-type: none"> <li>• July 28–30, 2026</li> <li>• 140 participants</li> <li>• First Meal: PM Snack (July 28, 2026)</li> <li>• Last Meal: Lunch (July 30, 2026)</li> </ul> <p><b>B. Meal Inclusions</b></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snack</li> <li>• Lunch</li> <li>• PM Snack</li> <li>• Dinner</li> </ul> <p><b>C. Accommodation</b></p> <ul style="list-style-type: none"> <li>• July 28–29, 2026 (2 days)</li> </ul> <p><b>D. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Conference / TWG Room</b> <ul style="list-style-type: none"> <li>○ Air-conditioned audio-visual room</li> <li>○ Good for 14 pax</li> </ul> </li> <li>• <b>Connectivity</b> <ul style="list-style-type: none"> <li>○ All rooms must have strong internet and telecom signal</li> </ul> </li> <li>• <b>Tarpaulins</b> <ul style="list-style-type: none"> <li>○ Two (2) tarpaulins – 5 × 9 ft</li> <li>○ Two (2) tarpaulins – 4 × 8 ft</li> <li>○ End-user provides design</li> </ul> </li> <li>• <b>Drinking Water</b> <ul style="list-style-type: none"> <li>○ Complimentary water in all function rooms &amp; guest rooms</li> </ul> </li> <li>• <b>Transportation</b> <ul style="list-style-type: none"> <li>○ Vehicle transport to/from airport</li> </ul> </li> <li>• <b>Plenary Hall</b> <ul style="list-style-type: none"> <li>○ Capacity: 140 pax</li> <li>○ Air-conditioned</li> <li>○ Internet speed min. 1 Mbps (actual requirement text)</li> </ul> </li> <li>• <b>Breakout Rooms</b> <ul style="list-style-type: none"> <li>○ 4 session rooms</li> <li>○ Each with: <ul style="list-style-type: none"> <li>▪ LCD projector</li> <li>▪ Speaker system</li> <li>▪ 2 wireless microphones</li> <li>▪ Capacity per room: 35 pax</li> </ul> </li> </ul> </li> </ul>	

LOT	DESCRIPTION	ABC / BID DOCS
	<p><b>E. Room Accommodation Conditions</b></p> <ul style="list-style-type: none"> <li>• Room sharing: up to 4 persons (1:4)</li> <li>• Check-in: 2:00 PM</li> <li>• Check-out: 12:00 NN</li> <li>• Day 1: PM Snack as first meal</li> <li>• Last Day: Lunch as last meal</li> </ul> <p><b>F. Food Requirements</b></p> <ul style="list-style-type: none"> <li>• Free-flowing hot/cold coffee, tea, chocolate drinks</li> <li>• Must observe halal food for concerned individuals</li> </ul>	

## **Section VII. Technical Specifications**

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at*

*least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



LOT	DESCRIPTION	COMPLY? (YES/NO)
1	<p><b>Venue for Lot 1:</b> DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte</p> <hr/> <p><b>1. ESSD – Procurement of Meals for the Bi-Annual Regional Coordination Meeting of Educational Facilities Section Implementers – ₱253,000.00</b></p> <ul style="list-style-type: none"> <li>• With free-flowing coffee/chocolate drink/tea</li> <li>• Provision of tarpaulin banner</li> </ul> <p><b>A. MID-YEAR MEETING</b></p> <ul style="list-style-type: none"> <li>• July 22–24, 2026, 55 participants</li> <li>• First Meal: Dinner, July 22, 2026</li> <li>• Last Meal: Lunch, July 24, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>B. YEAR-END MEETING</b></p> <ul style="list-style-type: none"> <li>• November 18–20, 2026, 55 participants</li> <li>• First Meal: Dinner, November 18, 2026</li> <li>• Last Meal: Lunch, November 20, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <hr/> <p><b>2. ESSD – Procurement of Catering Services for the School Health and Nutrition Personnel Bi-Annual Convergence – ₱280,000.00</b></p> <ul style="list-style-type: none"> <li>• With free-flowing coffee/milk/chocolate drink</li> <li>• Provision of tarpaulin banner, 4 ft x 6 ft (each convergence)</li> </ul> <p><b>A. MID-YEAR CONVERGENCE</b></p> <ul style="list-style-type: none"> <li>• July 24–26, 2026, 50 participants</li> <li>• First Meal: Lunch, July 24, 2026</li> <li>• Last Meal: Lunch, July 26, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <p><b>B. YEAR-END CONVERGENCE</b></p> <ul style="list-style-type: none"> <li>• November 25–27, 2026, 55 participants</li> <li>• First Meal: Dinner, November 25, 2026</li> <li>• Last Meal: Lunch, November 27, 2026</li> <li>• Breakfast, Lunch, Dinner, AM &amp; PM Snacks</li> </ul> <hr/> <p><b>3. FINANCE DIVISION – Procurement of Catering Services for Quarterly Internal Program Implementation Review – ₱245,000.00</b></p> <p><b>A. QUARTERLY PIR (Q1 &amp; Q2)</b></p> <ul style="list-style-type: none"> <li>• Q1 – March 18–19, 2026, 19 pax</li> <li>• Q2 – June 18–19, 2026, 19 pax</li> <li>• AM Snack, Lunch, PM Snack</li> </ul> <p><b>B. 2026 Q2 FGC (Lease of Venue with Food &amp; Accommodation)</b></p> <ul style="list-style-type: none"> <li>• May 20–22, 2026, 50 participants</li> <li>• First Meal: PM Snack, May 20, 2026</li> <li>• Last Meal: Lunch, May 22, 2026</li> <li>• Breakfast, AM Snack, Lunch, PM Snack, Dinner</li> <li>• Accommodation for May 20-21, 2026 (2 Days)</li> </ul> <hr/> <p><b>4. PPRD – Catering Services for Calendar of Activities for FY 2026 – ₱48,800.00</b></p> <p><b>A. 1st Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>B. 2025 Annual Performance Review Conference &amp; 1st Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul>	

LOT	DESCRIPTION	COMPLY? (YES/NO)
	<p><b>C. 2nd Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>D. Midyear Performance Review &amp; 2nd Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>E. 3rd Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>F. 3rd Quarter PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>G. 4th Quarter PIR</b></p> <ul style="list-style-type: none"> <li>• Lunch, 8 participants, Date: TBD</li> </ul> <p><b>H. 4th Quarter Performance Review &amp; PMT Meeting</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack</li> <li>• 15 participants, Date: TBD</li> </ul> <p><b>5. ADMINISTRATIVE DIVISION – Catering Services for Various Activities for CY 2026 – ₱324,400.00</b>  <b>Note:</b> With flowing coffee/choco; buffet style (not packed)</p> <p><b>A. Quarterly PIR</b></p> <ul style="list-style-type: none"> <li>• AM Snack, Lunch, PM Snack, 40 pax</li> <li>• Apr 7, Jul 8, Oct 16, Dec 4, 2026</li> </ul> <p><b>B. Mid-Year Performance Review / Year-End Evaluation</b></p> <ul style="list-style-type: none"> <li>• July 16–17 &amp; Nov 26–27, 2026</li> <li>• AM Snack, Lunch, PM Snack, 40 pax</li> </ul> <p><b>C. Year-End Conference of RO VIII Property Custodians</b></p> <ul style="list-style-type: none"> <li>• Nov 26, 2026</li> <li>• AM Snack, Lunch, PM Snack, 40 pax</li> </ul> <p><b>D. Meeting with PLIs &amp; GFIs</b></p> <ul style="list-style-type: none"> <li>• Oct 15, 2026</li> <li>• AM Snack, Lunch, PM Snack, 80 pax</li> </ul> <p><b>E. Year-End Conference of RO VIII Property Custodians (2nd Listing)</b></p> <ul style="list-style-type: none"> <li>• Nov 26, 2026</li> <li>• AM Snack, Lunch, PM Snack, 35 pax</li> </ul> <p><b>F. Mid-Year Conference of RO VIII Property Custodians</b></p> <ul style="list-style-type: none"> <li>• June 19, 2026</li> <li>• AM Snack, Lunch, PM Snack, 35 pax</li> </ul> <p><b>G. Mid-Year Conference of SDO Supply Officers</b></p> <ul style="list-style-type: none"> <li>• June 17–18, 2026</li> <li>• AM Snack, Lunch, PM Snack, 22 pax</li> </ul> <p><b>6. ORD – Catering Services for Regional Executive Committee Meeting (REXECOM) 2026 – ₱460,800.00</b>  Each date includes AM &amp; PM Snacks, Lunch, 32 pax</p> <ul style="list-style-type: none"> <li>• January 12, 2026; January 26, 2026</li> <li>• February 9, 2026; February 16, 2026</li> <li>• March 9, 2026; March 23, 2026</li> <li>• April 6, 2026; April 20, 2026</li> <li>• May 4, 2026; May 18, 2026</li> <li>• June 8, 2026; June 22, 2026</li> <li>• July 6, 2026; July 20, 2026</li> <li>• August 3, 2026; August 17, 2026</li> <li>• September 7, 2026; September 21, 2026</li> <li>• October 5, 2026; October 19, 2026</li> </ul>	

LOT	DESCRIPTION	COMPLY? (YES/NO)
	<ul style="list-style-type: none"> <li>• November 9, 2026; November 23, 2026</li> <li>• December 7, 2026; December 14, 2026</li> </ul> <b>7. ESSD-SPPS – Catering Services for 2026 Activities (EPA) – ₱199,900.00</b> <p><b>A. World Teachers' Day 2026</b></p> <ul style="list-style-type: none"> <li>• Breakfast, AM Snack</li> <li>• 333 pax</li> <li>• Date: TBD</li> </ul> <p><b>B. Brigada Skwela Kick-Off 2026 (June 1, 2026)</b></p> <ul style="list-style-type: none"> <li>• AM Snack, PM Snack</li> <li>• 500 pax</li> <li>• Individual packs</li> </ul>	
2	<p><b>Board and Lodging – “Metrics to Meaning: Leveraging AI and Design Thinking for Contextualized Learning” – ₱222,000.00</b></p> <p><b>A. Schedule &amp; Participants</b></p> <ul style="list-style-type: none"> <li>• March 18–21, 2026</li> <li>• 7 participants</li> <li>• First Meal: PM Snack, March 18, 2026</li> <li>• Last Meal: Lunch, March 21, 2026</li> </ul> <p><b>B. Meal Inclusions</b></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snack</li> <li>• Lunch</li> <li>• PM Snack</li> <li>• Dinner</li> </ul> <p><b>C. Accommodation</b></p> <ul style="list-style-type: none"> <li>• March 18–20, 2026 (3 days)</li> </ul> <p><b>D. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Conference / Workshop Room</b> <ul style="list-style-type: none"> <li>◦ 1 session room for 37 participants</li> <li>◦ Chairs for all participants</li> <li>◦ LCD projector setup</li> <li>◦ Reliable WiFi for at least 37 devices</li> <li>◦ High-fidelity sound system with 2 wireless microphones</li> <li>◦ Clean male/female CRs</li> </ul> </li> <li>• <b>Connectivity</b> <ul style="list-style-type: none"> <li>◦ All function rooms and guest rooms must have strong internet and telecom signal</li> </ul> </li> <li>• <b>Tarpaulin</b> <ul style="list-style-type: none"> <li>◦ 1 tarpaulin, 5 × 9 ft (End-user provides design)</li> </ul> </li> <li>• <b>Drinking Water</b> <ul style="list-style-type: none"> <li>◦ Complimentary water in function room &amp; guest rooms</li> </ul> </li> </ul> <p><b>E. Room Accommodation Conditions</b></p> <ul style="list-style-type: none"> <li>• 3 persons per room max</li> <li>• Check-in: 2:00 PM</li> <li>• Check-out: 12:00 NN</li> <li>• Day 1–3: Complete meals with accommodation</li> </ul> <p><b>F. Food Requirements</b></p> <ul style="list-style-type: none"> <li>• Free-flowing hot/cold coffee, tea, chocolate drinks</li> <li>• Must observe halal food for concerned individuals</li> </ul>	

LOT	DESCRIPTION	COMPLY? (YES/NO)
	<p><b>2. Board and Lodging – Convergence of Learning System Strand Implementers – ₱560,000.00</b></p> <p><b>A. Schedule &amp; Participants</b></p> <ul style="list-style-type: none"> <li>• July 28–30, 2026</li> <li>• 140 participants</li> <li>• First Meal: PM Snack (July 28, 2026)</li> <li>• Last Meal: Lunch (July 30, 2026)</li> </ul> <p><b>B. Meal Inclusions</b></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snack</li> <li>• Lunch</li> <li>• PM Snack</li> <li>• Dinner</li> </ul> <p><b>C. Accommodation</b></p> <ul style="list-style-type: none"> <li>• July 28–29, 2026 (2 days)</li> </ul> <p><b>D. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• <b>Conference / TWG Room</b> <ul style="list-style-type: none"> <li>◦ Air-conditioned audio-visual room</li> <li>◦ Good for 14 pax</li> </ul> </li> <li>• <b>Connectivity</b> <ul style="list-style-type: none"> <li>◦ All rooms must have strong internet and telecom signal</li> </ul> </li> <li>• <b>Tarpaulins</b> <ul style="list-style-type: none"> <li>◦ Two (2) tarpaulins – 5 × 9 ft</li> <li>◦ Two (2) tarpaulins – 4 × 8 ft</li> <li>◦ End-user provides design</li> </ul> </li> <li>• <b>Drinking Water</b> <ul style="list-style-type: none"> <li>◦ Complimentary water in all function rooms &amp; guest rooms</li> </ul> </li> <li>• <b>Transportation</b> <ul style="list-style-type: none"> <li>◦ Vehicle transport to/from airport</li> </ul> </li> <li>• <b>Plenary Hall</b> <ul style="list-style-type: none"> <li>◦ Capacity: 140 pax</li> <li>◦ Air-conditioned</li> <li>◦ Internet speed min. 1 Mbps (actual requirement text)</li> </ul> </li> <li>• <b>Breakout Rooms</b> <ul style="list-style-type: none"> <li>◦ 4 session rooms</li> <li>◦ Each with: <ul style="list-style-type: none"> <li>▪ LCD projector</li> <li>▪ Speaker system</li> <li>▪ 2 wireless microphones</li> <li>▪ Capacity per room: 35 pax</li> </ul> </li> </ul> </li> </ul> <p><b>E. Room Accommodation Conditions</b></p> <ul style="list-style-type: none"> <li>• Room sharing: up to 4 persons (1:4)</li> <li>• Check-in: 2:00 PM</li> <li>• Check-out: 12:00 NN</li> <li>• Day 1: PM Snack as first meal</li> <li>• Last Day: Lunch as last meal</li> </ul> <p><b>F. Food Requirements</b></p> <ul style="list-style-type: none"> <li>• Free-flowing hot/cold coffee, tea, chocolate drinks</li> <li>• Must observe halal food for concerned individuals</li> </ul>	

**Important Note/s:**

**Additional Requirements**

- With free-flowing coffee/chocolate drink/tea
- Provision of Tarpaulin banner

**Important Note/s:**

**Winning Bidder must coordinate**, one (1) day after issuance of Notice of Award (NOA), with the **AD - Procurement Unit** (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: [bac.region8@deped.gov.ph](mailto:bac.region8@deped.gov.ph).

***I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.***

**Name of Bidder** : \_\_\_\_\_  
**Name of Authorized Representative** : \_\_\_\_\_  
**Signature of Authorized Representative** : \_\_\_\_\_

## Food Requirements

QTY	Unit	Item Description
<b>PROCUREMENT FOR CATERING SERVICES AND LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE VARIOUS ACTIVITIES OF DEPED REGIONAL OFFICE VIII FISCAL YEAR 2026</b>		
<b>Mid-Year Meeting</b>		
		<b>July 22, 2026</b>
55	pax	<b>Dinner</b>
		<i>Rice, Pork Sinigang, Buttered chicken, Ampalya con carne, mushroom soup, macaroni salad</i>
		<b>July 23, 2026</b>
55	pax	<b>Breakfast</b>
		<i>Rice, sunny side-up, danggit, fresh mango, bread w/ jam or butter</i>
55	pax	<b>AM Snack</b>
		<i>Tuna sandwich, mango shake</i>
55	pax	<b>Lunch</b>
		<i>Rice, Beef steak, fish sweet and sour, Chopsuey guisado w/ quail eggs, and fresh fruits, sotanghon soup</i>
55	pax	<b>AM Snack</b>
		<i>Buko pie and Lemonade</i>
55	pax	<b>Dinner</b>
		<i>Rice, Pork Nilaga w/ Cabbage, Fish Escabeche, Bam-I Noodles, Miswa with meatball soup, Leche flan</i>
		<b>July 24, 2026</b>
55	pax	<b>Breakfast</b>
		<i>Rice, daing na bangus w/ atchara, scramble eggs, chorizo, bread w/ jam or butter</i>
55	pax	<b>AM Snack</b>
		<i>Spaghetti w/ toasted bread and four season juice</i>
55	pax	<b>Lunch</b>
		<i>Rice, Pork humba, Fish Tinula w/ petchay, Bam I, mushroom soup, fresh fruits</i>
<b>Year-End Meeting</b>		
		<b>November 18, 2026</b>
55	pax	<b>Dinner</b>
		<i>Rice, Pork Nilaga w/ Cabbage, Fish Escabeche, Bam-I Noodles, Miswa with meatball soup, Leche flan</i>
		<b>November 19, 2026</b>
55	pax	<b>Breakfast</b>

QTY	Unit	Item Description
		<i>Rice, sunny side-up, danggit, fresh mango, bread w/ jam or butter</i>
55	pax	<b>AM Snack</b>
		<i>Chocolate cake, canned fruit juice</i>
55	pax	<b>Lunch</b>
		<i>Rice, fish kinilaw, Mixed vegetables with quail, buttered chicken, sotanghon soup, banana</i>
55	pax	<b>AM Snack</b>
		<i>Turon with langka, canned juice</i>
55	pax	<b>Dinner</b>
		<i>Rice, Pork Sinigang w/ vege, fish sweet and sour, Chopsuey guisado w/ quail eggs, Miswa with meatball soup, Leche flan</i>
		<b>November 20, 2026</b>
55	pax	<b>Breakfast</b>
		<i>Rice, daing na bangus w/ atchara, scramble eggs, chorizo, bread w/ jam or butter</i>
55	pax	<b>AM Snack</b>
		<i>2 pcs. empanada canned fruit juice</i>
55	pax	<b>Lunch</b>
		<i>Rice, Pork humba, Chicken Tinula, Chopsuey guisado with quail eggs, Sotanghon soup, fresh fruits</i>
<b>Additional requirement:</b> 1. With free-flowing coffee/Milo/Tea 2. Tarpaulin		

QTY	Unit	Item Description
<b>PROCUREMENT OF CATERING SERVICES FOR THE SCHOOL HEALTH AND NUTRITION PERSONNEL BI-ANNUAL CONVERGENCE</b>		
		<b>Mid-Year convergence</b>
50	pax	<b>(Tentative Date) June 24, 2026 Lunch</b>
		<i>Rice, Chicken tinola, Lechon kawali, kamote tops salad, chocolate cake, water</i>
50	pax	<b>(Tentative Date) June 24, 2026 PM Snack</b>
		<i>Creamy Truffle pasta, garlic bread, canned juice</i>
50	pax	<b>(Tentative Date) June 24, 2026 Dinner</b>
		<i>Rice, Sinigang na hipon soup, pork adobo, fish fillet, garden salad, tart, water</i>
50	pax	<b>(Tentative Date) June 25, 2026 Breakfast</b>
		<i>Hotdog, egg omelet, rice, bread and peanut butter spread, water, fresh fruits</i>

QTY	Unit	Item Description
50	pax	<b>(Tentative Date) June 25, 2026 AM Snack</b>
		<i>Sweet Potato spring rolls glazed with sesame seeds, canned juice</i>
50	pax	<b>(Tentative Date) June 25, 2026 Lunch</b>
		<i>Rice, pork chop, escabeche, laing, canned fruit juice, chicken noodle soup, watermelon</i>
50	pax	<b>(Tentative Date) June 25, 2026 PM Snack</b>
		<i>banana cake, mango shake</i>
50	pax	<b>(Tentative Date) June 25, 2026 Dinner</b>
		<i>Rice, pork stir-fry in oyster sauce, chicken alexander, crab and corn soup, ginisang ampalaya with shrimp, maja blanca, water</i>
50	pax	<b>(Tentative Date) June 26, 2026 Breakfast</b>
		<i>Sunny side up egg, cheese hotdog, rice, bread with spread (peanut butter or cheese), fruits, water</i>
50	pax	<b>(Tentative Date) June 26, 2026 AM Snack</b>
		<i>Cheese burger, canned fruit juice</i>
50	pax	<b>(Tentative Date) June 26, 2026 Lunch</b>
		<i>Rice, pork chop, escabeche, laing, canned fruit juice, chicken noodle soup, watermelon</i>
		<b>Year-end convergence</b>
50	pax	<b>(Tentative Date) November 25, 2026 Lunch</b>
		<i>Rice, Chicken tinola, Lechon kawali, kamote tops salad, chocolate cake, water</i>
50	pax	<b>(Tentative Date) November 25, 2026 PM Snack</b>
		<i>Filipino Spaghetti, garlic bread, canned juice</i>
50	pax	<b>(Tentative Date) November 25, 2026 Dinner</b>
		<i>Rice, Sinigang na hipon soup, pork adobo, fish fillet, garden salad, tart, water</i>
50	pax	<b>(Tentative Date) November 26, 2026 Breakfast</b>
		<i>Hotdog, egg omelet, rice, bread and peanut butter spread, water, fresh fruits</i>
50	pax	<b>(Tentative Date) November 26, 2026 AM Snack</b>
		<i>Sweet Potato spring rolls glazed with sesame seeds, canned juice</i>
50	pax	<b>(Tentative Date) November 26, 2026 Lunch</b>
		<i>Rice, pork chop, escabeche, laing, canned fruit juice, chicken noodle soup, watermelon</i>
50	pax	<b>(Tentative Date) November 26, 2026 PM Snack</b>
		<i>banana cake, mango shake</i>
50	pax	<b>(Tentative Date) November 26, 2026 Dinner</b>
		<i>Rice, pork stir-fry in oyster sauce, baked scallops, crab and corn soup, ginisang ampalaya with shrimp, maja blanca, water</i>
50	pax	<b>(Tentative Date) November 27, 2026 Breakfast</b>
		<i>Sunny side up egg, cheese hotdog, rice, bread with spread (peanut butter or cheese), fruits, water</i>



QTY	Unit	Item Description
50	pax	<b>(Tentative Date) November 27, 2026 AM Snack</b>
		<i>Carrot Cake, canned fruit juice</i>
50	pax	<b>(Tentative Date) November 27, 2026 Lunch</b>
		<i>Rice, pork chop, escabeche, laing, canned fruit juice, chicken noodle soup, watermelon</i>
		<b>Additional requirement:</b> 1. With free flowing coffee, milk, choco 2. 4ftx6ft Tarpaulin for each convergence

QTY	Unit	Item Description
		<b>EPA</b>
	lot	<b>Procurement of Catering Services for the conduct of Finance Division Quarterly Internal Program Implementation Review (19 pax, Lunch &amp; 2 snacks)</b> Quarter 1 - March 18-19, 2026 Quarter 2 - June 18-19, 2026
		<b>Quarter 1</b>
		<b>Day 1 - March 18, 2026</b>
19		<b>AM Snacks:</b> Palabok with bread, Natural Fresh Orange Juice
19		<b>Lunch:</b> Rice, Macaroni Soup, Lumpiang Shanghai, Buttered Veggies w/ Quail Eggs, black Sambo Bottled water
19		<b>PM Snacks:</b> lasagna w/ toasted bread and fresh watermelon Shake
		<b>Day 2 - March 19, 2026</b>
19		<b>AM Snacks:</b> Carbonara w/Special Ensaymada and Fresh Mango Shake
19		<b>Lunch:</b> Rice, Pork Sinigang w/vegetables, fried Tilapia fish, Mango Float Bottled water
19		<b>PM snacks:</b> Tuna Sandwich and canned Juice
		<b>Quarter 2</b>
		<b>Day 1 - June 18, 2026</b>
19		<b>AM Snacks:</b> Carbonara w/Special Ensaymada, Mango Shake
19		<b>Lunch:</b> Rice, Pork Sinigang w/ vegetables, fried Tilapia fish, Mango Float Bottledwater
19		<b>PMSnacks:</b> Tuna Sandwich & fresh Buko Juice
		<b>Day 2 - June 19, 2026</b>
19		<b>AM Snacks:</b> Hamburger w/ potato chips, fresh mango Juice
19		<b>Lunch:</b> Rice, Buttered Chicken, Tinolang isda (Maya-maya )Pinakbet w/bagnet, Mango Bango, Bottled water
19		<b>PM Snacks:</b> Baked Macaroni w/toasted bread & Fresh cucumber Juice

QTY	Unit	Item Description
	lot	<b>2026 Q2 FGC (Lease of venue with Food &amp; Accommodation for the conduct of Q2 FGC-cum-AAPSI Updating, 50 pax)</b> May 20-22, 2026
		<b>Day 0 - May 20, 2026</b>
50		<b>PM snacks:</b> Lasagna w/ Sliced Bread Canned Juice
50		<b>Dinner:</b> Rice, Baby back ribs, Pork Menudo, Mixed Vegetables w/ egg, Mango Float, Bottled water
50		<b>Accommodation:</b>
		<b>Day 1 - May 21, 2026</b>
50		<b>Breakfast:</b> Rice, 2 pcs longganisa, fried Danggit, Scrambled Egg & watermelon, Bottled Water
50		<b>AM snack:</b> Cheese Burger, Mango Shake
50		<b>Lunch:</b> Rice, Chicken Curry, Bam-e, Pork Chop, Fruit Salad, Bottled Water
50		<b>PM snacks:</b> Egg pie w/ Camote strips Fresh Mango Juice
50		<b>Dinner :</b> Rice, Grilled Liempo, Fish Tinola w/ Vegetables , Buttered Chicken, Buko Salad, Bottled water
50		<b>Accommodation:</b>
		<b>Day 2 - May 22, 2026</b>
50		<b>Breakfast:</b> Rice, Scrambled Egg, Tocino, Dried Fish & Banana, Bottled Water
50		<b>AM snack:</b> Bibingka, Canned Juice
50		<b>Lunch:</b> Plain Rice, Chicken Teriyaki, Lomi Noodle soup, Sweet & Sour Pork, Fruit Salad, Bottled Water

QTY	Unit	Item Description
		Catering Services for the the following Calendar of Activities of Policy, Planning, and Research Division (PPRD) for FY 2026
		<b><i>1st Quarter Internal Program Implementation Review (PIR) of PPRD-cum- Review of Operations Manual</i></b>
		<b>MENU:</b>
8	pax	<b>LUNCH:</b>
		Plain Rice
		Chicken Tinola
		Lechon Kawali

QTY	Unit	Item Description
		Fish fillet
		Pinakbet
		Black Sambo
		Bottled Water
		<b><i>Annual Performance Review Conference for 2025-cum-1st Quarter Performance Management Team Meeting</i></b>
		<b>MENU:</b>
15	pax	<b>AM Snack:</b>
		Clubhouse Sandwich
		Cucumber Juice
15	pax	<b>LUNCH:</b>
		Plain Rice
		Chicken Curry
		Lechon Kawali
		Sweet and sour fish
		Chopsuey
		Fruit Salad
		Bottled Water
15	pax	<b>PM Snack:</b>
		Special Ensaymada
		Fruit Juice
		<b><i>2nd Quarter Internal Program Implementation Review (PIR) of PPRD-cum- Review of Operations Manual</i></b>
		<b>MENU:</b>
8	pax	<b>LUNCH:</b>
		Plain Rice
		Chicken Tinola
		Lechon Kawali
		Fish fillet
		Pinakbet
		Black Sambo
		Bottled Water
		<b><i>Midyear Performance Review and Evaluation of OPCRFs-cum- 2nd Quarter Performance Management Team Meeting</i></b>
		<b>MENU:</b>

QTY	Unit	Item Description
15	pax	<b>AM Snack:</b>
		2 pcs Turon
		Cucumber Juice
15	pax	<b>LUNCH:</b>
		Plain Rice
		Chicken Curry
		Lechon Kawali
		Fish Fillet
		Fruit Salad
		Bottled Water
15	pax	<b>PM Snack:</b>
		Siopao
		Buko Juice
		<b><i>3rd Quarter Internal Program Implementation Review (PIR) of PPRD-cum- Review of Operations Manual</i></b>
		<b>MENU:</b>
8	pax	<b>LUNCH:</b>
		Plain Rice
		Pork Steak
		Fried Chicken
		Bam-i
		Vegetable Lumpia
		Black Sambo
		Bottled Water
		<b><i>3rd Quarter Performance Management Team Meeting</i></b>
		<b>MENU:</b>
15	pax	<b>AM Snack:</b>
		Clubhouse Sandwich
		Cucumber Juice
15	pax	<b>LUNCH:</b>
		Plain Rice
		Chicken Curry
		Lechon Kawali
		Sweet and sour fish
		Chopsuey
		Fruit Salad

QTY	Unit	Item Description
		Bottled Water
15	pax	<b>PM Snack:</b>
		Special Ensaymada
		Fruit Juice
		<b>4th Quarter Internal Program Implementation Review (PIR) of PPRD-cum- Review of Operations Manual</b>
		<b>MENU:</b>
8	pax	<b>LUNCH:</b>
		Plain Rice
		Lechon Kawali
		Chicken Tinola
		Bam-i
		Vegetable Lumpia
		Leche Flan
		Bottled Water
		<b>Performance Review and Evaluation-cum-4th Quarter Performance Management Team Meeting</b>
		<b>MENU:</b>
15	pax	<b>AM Snack:</b>
		Puto Maya with Mango
		Sekwate (Chocolate)
15	pax	<b>LUNCH:</b>
		Plain Rice
		Pork Steak
		Fried Chicken
		Sweet and sour fish
		Chopsuey
		Brownies
		Bottled Water
15	pax	<b>PM Snack:</b>
		Special Ensaymada
		Fruit Juice

QTY	Unit	Item Description
		<b>Quarterly Program Implementation Review (PIR) of the Administrative Division on April 7, July 8, October 16 and December 4, 2026</b>

<b>QTY</b>	<b>Unit</b>	<b>Item Description</b>
40	<b>PAX</b>	<b>April 7, 2026</b> <b>MENU:</b> <b>AM Snacks :</b> Baked Macaroni with toasted bread & Fruit Juice <b>Lunch :</b> Rice, Beef Caldereta, Seafood/Shrimp Sinigang with Veggies, Grilled Sliced Fish & Fruit Salad <b>PM Snacks :</b> Puto dinuguan and canned fruit juice
40	<b>PAX</b>	<b>July 8, 2026</b> <b>AM Snacks:</b> Suman sa Ibos (2 pcs), Fresh buko Juice <b>Lunch :</b> Rice, Beef Caldereta, Fish Tinola with Veggies, Buttered Chicken, Pakbet & Fresh Fruit <b>PM Snacks:</b> Banana Fritters & Fruit Juice
40	<b>PAX</b>	<b>October 16, 2026</b> <b>AM Snacks: Carbonara with toasted bread ,</b> Fruit Juice <b>Lunch :</b> Rice, Fried Pork Ribs, Ginataang Native Chicken, Ampalaya Salad & Fresh Fruit <b>PM Snacks:</b> Carrot Cake & Fresh Fruit Juice
40	<b>PAX</b>	<b>December 4, 2026</b> <b>AM Snacks: Empanada ,</b> Fresh Fruit Shake <b>Lunch :</b> Rice, Beefsteak, Chopsuey Vegetables, Pork Linaga, & Chicken Macaroni Salad <b>PM Snacks:</b> Lasagna & Fresh Fruit Juice
		<b>MID-YEAR PERFORMANCE REVIEW ON JULY 16-17, 2026 and YEAR-END EVALUATION OF THE ADMINISTRATIVE PERSONNEL NOVEMBER 26-27, 2026</b>
40	<b>PAX</b>	<b>MENU:</b> <b>July 16, 2026</b> <b>AM Snacks :</b> Baked Macaroni with toasted bread & Fruit Juice <b>Lunch :</b> Rice, Beef Caldereta, Seafood/Shrimp Sinigang with Veggies, Grilled Sliced Fish & Fruit Salad <b>PM Snacks :</b> Puto dinuguan and canned fruit juice
40	<b>PAX</b>	<b>July 17, 2026</b> <b>AM Snacks:</b> Suman sa Ibos, Fresh buko Juice <b>Lunch :</b> Rice, Beef Caldereta, Fish Tinola with Veggies, Buttered Chicken, Pakbet & Fresh Fruit <b>PM Snacks:</b> Banana Fritters & Fruit Juice
40	<b>PAX</b>	<b>November 26, 2026</b> <b>AM Snacks: Carbonara with toasted bread ,</b> Fruit Juice <b>Lunch :</b> Rice, Fried Pork Ribs, Ginataang Native Chicken, Ampalaya Salad & Fresh Fruit <b>PM Snacks:</b> Carrot Cake & Fresh Fruit Juice
40	<b>PAX</b>	<b>November 27, 2026</b> <b>AM Snacks: Empanada ,</b> Fresh Fruit Shake <b>Lunch :</b> Rice, Beefsteak, Chopsuey Vegetables, Pork Linaga, & Chicken Macaroni Salad <b>PM Snacks:</b> Lasagna & Fresh Fruit Juice
2	<b>days</b>	<b>Venue Rental for the Year-End Conference on November 26-27, 2026</b>
		<b>MEETING WITH THE PLIs and GFIs on OCTOBER 15, 2026</b>
80	<b>PAX</b>	<b>MENU:</b> <b>October 16, 2025</b> <b>AM Snacks :</b> Spaghetti with toasted bread, Fruit juice <b>Lunch :</b> Rice, Pork Humba, Tinola native chicken with vegetables,

<b>QTY</b>	<b>Unit</b>	<b>Item Description</b>
		Pansit Bihon Guisado, fruit salad <b>PM Snacks</b> : Cheese Burger & Halo-halo
		<b>YEAR-END CONFERENCE OF DEPED RO VIII PROPERTY CUSTODIANS ON NOVEMBER 26, 2025</b>
35	<b>PAX</b>	<b>November 26, 2026</b> <b>AM Snacks: Special Bihon with toasted bread, fresh juice</b> <b>Lunch</b> : Rice, Sotanghon soup, pork steak, fish fillet with butter and lemon sauce, fruit salad <b>PM Snacks:</b> Special Bibingka (2 pcs) & Pineapple Juice
		<b>MID-YEAR CONFERENCE OF RO VIII PROPERTY CUSTODIANS ON JUNE 19, 2026</b>
35	<b>PAX</b>	<b>June 19, 2026</b> <b>AM Snacks:</b> Special Bihon with toasted bread, iced tea <b>Lunch</b> : Rice, sotanghon soup, Sweet and Sour Fish, Fried spare ribs, Chicken pandan, mixed vegetables, fruit salad <b>PM Snacks:</b> 2 pcs. Bibingka, mango shake
		<b>MID-YEAR CONFERENCE OF SDO SUPPLY OFFICERS ON JUNE 17-18, 2026</b>
22	<b>PAX</b>	<b>June 17, 2026</b> <b>AM Snacks:</b> Special Ensaymada, Fresh buko Juice <b>Lunch</b> : Rice, Sweet and Sour Fish, Ensalada Ampalaya, Fried Pork ribs, fresh mixed fruits <b>PM Snacks:</b> 2 pcs. Bibingka, fresh pineapple Juice
22		<b>June 18, 2026</b> <b>AM Snacks: Baked Lasagna with toasted bread,</b> Fresh fruit Juice <b>Lunch</b> : Rice, Pork Nilaga, Buttered Chicken, Vegetable salad, Leche Flan <b>PM Snacks:</b> Cheese burger and Canned fruit juice

<b>Quantity</b>	<b>Unit</b>	<b>Item Description</b>
		<b>Procurement for Catering Services</b> for the Conduct of Regional Executive Committee Meeting (REXECOM) for C.Y. 2026 (For EPA)
		<b>January 12, 2026</b>
32	<b>pax</b>	<b>AM Snacks</b> : Spaggetti, Buko Juice
32	<b>pax</b>	<b>Lunch</b> : Rice, Beef Caldereta, Fish Fillet, Mixed vegetables with Quail Egg & Shrimp, Macaroni-Fruit salad, Seafood Soup, Water
32	<b>pax</b>	<b>PM Snacks:</b> Chocolate cake , Fresh Buko Juice
		<b>January 26, 2026</b>
32	<b>pax</b>	<b>AM Snacks</b> : Buko Pie & Cucumber Juice
32	<b>pax</b>	<b>Lunch:</b> Rice, Beef Caldereta, baked scallops, crab and corn soup, mixed vegetables with Quail Egg & Shrimp, maja blanca, water
32	<b>pax</b>	<b>PM Snacks:</b> Carbonara, Halo halo
		<b>February 9, 2026</b>

Quantity	Unit	Item Description
32	pax	<b>AM Snacks :</b> Pancit Bihon with bread, Fresh Buko Juice
32	pax	<b>Lunch:</b> Rice, Beef Estufado, Honey Glazed Fried Chicken, Vegetable lumpia, Mango bango, chowder soup, water
32	pax	<b>PM Snacks:</b> Banana cake, Fresh Buko Juice
		<b>February 16, 2026</b>
32	pax	<b>AM Snacks :</b> Spaggetti, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Bulalo, Grilled Fish, Laing, Black Sambo, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Buko Pandan , Fresh Buko Juice
		<b>March 9, 2026</b>
32	pax	<b>AM Snacks :</b> Maha Blanca, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Bulalo, Grilled Fish, Ginataang Langka, Black Sambo, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Buko Pandan , Fresh Buko Juice
		<b>March 23, 2026</b>
32	pax	<b>AM Snacks :</b> Cheeseburger, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Crispy pata, Escabetch, Ginisang kangkong, Black Sambo, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Spaggetti, Fresh Buko Juice
		<b>April 6, 2026</b>
32	pax	<b>AM Snacks :</b> Spaggetti, Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Caldereta, Fish Fillet, Mixed vegetables with Quail Egg & Shrimp, Macaroni-Fruit salad, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Chocolate cake , Fresh Buko Juice
		<b>April 20, 2026</b>
32	pax	<b>AM Snacks :</b> Buko Pie & Cucumber Juice
32	pax	<b>Lunch:</b> Rice, Beef Caldereta, baked scallops, crab and corn soup, mixed vegetables with Quail Egg & Shrimp, maja blanca, water
32	pax	<b>PM Snacks:</b> Carbonara, Halo halo
		<b>May 4, 2026</b>
32	pax	<b>AM Snacks :</b> Maha Blanca, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Pork Humba, Fish Fillet w/ garlic Mayo, Tortang talong, Buko pandan, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Bihon Guisado with Bread, Fresh Buko Juice
		<b>May 18, 2026</b>
32	pax	<b>AM Snacks :</b> Pancit Bihon with Bread, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Chicken tinola, Lechon kawali, kamote tops salad, chocolate cake, water



Quantity	Unit	Item Description
32	pax	<b>PM Snacks:</b> Banana Cake, Fresh Buko Juice
		<b>June 8, 2025</b>
32	pax	<b>AM Snacks :</b> Spaggetti, Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Caldereta, Fish Fillet, Mixed vegetables with Quail Egg & Shrimp, Macaroni-Fruit salad, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Chocolate cake , Fresh Buko Juice
		<b>June 22, 2025</b>
32	pax	<b>AM Snacks :</b> Buko Pie & Cucumber Juice
32	pax	<b>Lunch:</b> Rice, Beef Caldereta, baked scallops, crab and corn soup, mixed vegetables with Quail Egg & Shrimp, maja blanca, water
32	pax	<b>PM Snacks:</b> Carbonara, Halo halo
		<b>July 6, 2025</b>
32	pax	<b>AM Snacks :</b> Pancit Bihon with bread, Fresh Buko Juice
32	pax	<b>Lunch:</b> Rice, Beef Estufado, Honey Glazed Fried Chicken, Vegetable lumpia, Mango bango, chowder soup, water
32	pax	<b>PM Snacks:</b> Banana cake, Fresh Buko Juice
		<b>July 20, 2025</b>
32	pax	<b>AM Snacks :</b> Spaggetti, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Bulalo, Grilled Fish, Laing, Black Sambo, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Buko Pandan , Fresh Buko Juice
		<b>August 3, 2025</b>
32	pax	<b>AM Snacks :</b> Maha Blanca, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Bulalo, Grilled Fish, Ginataang Langka, Black Sambo, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Buko Pandan , Fresh Buko Juice
		<b>August 17, 2025</b>
32	pax	<b>AM Snacks :</b> Cheeseburger, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Crispy pata, Escabetch, Ginisang kangkong, Black Sambo, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Spaggetti, Fresh Buko Juice
		<b>Sepetember 7, 2025</b>
32	pax	<b>AM Snacks :</b> Spaggetti, Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Caldereta, Fish Fillet, Mixed vegetables with Quail Egg & Shrimp, Macaroni-Fruit salad, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Chocolate cake , Fresh Buko Juice
		<b>Sepetember 21, 2025</b>
32	pax	<b>AM Snacks :</b> Buko Pie & Cucumber Juice

Quantity	Unit	Item Description
32	pax	<b>Lunch:</b> Rice, Beef Caldereta, baked scallops, crab and corn soup, mixed vegetables with Quail Egg & Shrimp, maja blanca, water
32	pax	<b>PM Snacks:</b> Carbonara, Halo halo
		<b>October 5, 2025</b>
32	pax	<b>AM Snacks :</b> Maha Blanca, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Pork Humba, Fish Fillet w/ garlic Mayo, Tortang talong, Buko pandan, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Bihon Guisado with Bread, Fresh Buko Juice
		<b>October 19, 2025</b>
32	pax	<b>AM Snacks :</b> Pancit Bihon with Bread, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Chicken tinola, Lechon kawali, kamote tops salad, chocolate cake, water
32	pax	<b>PM Snacks:</b> Banana Cake, Fresh Buko Juice
		<b>November 9, 2025</b>
32	pax	<b>AM Snacks :</b> Spaggetti, Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Caldereta, Fish Fillet, Mixed vegetables with Quail Egg & Shrimp, Macaroni-Fruit salad, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Chocolate cake , Fresh Buko Juice
		<b>November 23, 2025</b>
32	pax	<b>AM Snacks :</b> Buko Pie & Cucumber Juice
32	pax	<b>Lunch:</b> Rice, Beef Caldereta, baked scallops, crab and corn soup, mixed vegetables with Quail Egg & Shrimp, maja blanca, water
32	pax	<b>PM Snacks:</b> Carbonara, Halo halo
		<b>December 7, 2025</b>
32	pax	<b>AM Snacks :</b> Pancit Bihon with bread, Fresh Buko Juice
32	pax	<b>Lunch:</b> Rice, Beef Estufado, Honey Glazed Fried Chicken, Vegetable lumpia, Mango bango, chowder soup, water
32	pax	<b>PM Snacks:</b> Banana cake, Fresh Buko Juice
		<b>December 14, 2025</b>
32	pax	<b>AM Snacks :</b> Spaggetti, Fresh Buko Juice
32	pax	<b>Lunch :</b> Rice, Beef Bulalo, Grilled Fish, Laing, Black Sambo, Seafood Soup, Water
32	pax	<b>PM Snacks:</b> Buko Pandan , Fresh Buko Juice

Quantity	Unit	Item Description
		<b>Catering Services for the conduct of the World Teacher's Day 2026</b>
		<b><i>Meals Breakfast</i></b>
333	pax	<i>Rice, Arrozcaldo, Boiled egg, Daing na bangus, and Fresh fruits</i>
		<b><i>Am Snacks</i></b>
333	pax	Humburger with kropics and Juice Bottle and Water bottle
		<b>Catering Services for the conduct of Brigada Skwela kick-off 2026 on June 1, 2026</b>
500	Pax	<b>Am snacks</b>
		<i>Slice chocolate cake , water bottle &amp; Juice bottle</i>
500	Pax	<b>Pm snacks</b>
		Tuna sandwich, water bottle & Juice bottle
		<b>Note:</b>
		<b><i>Individually pack</i></b>

Quantity	Unit	Item Description
		<b>Lease of venue with food and accommodation for the Training on Metrics to Meaning: Leveraging AI and Design Thinking for Contextualized Learning: A Workshop on Updating the Curriculum Learning Management System</b>
		<b><i>Board and Lodging (with food, accommodation, and venue): Metrics to Meaning: Leveraging AI and Design Thinking for Contextualized Learning: A Workshop on Updating the Curriculum Learning Management System</i></b>
37		<i>Rental for room accommodation of participants (1 night)</i>
		Day 0, March 18, 2026
37	Pax	PM Snack: Buko Pie, Bottled Ice Tea
37	Pax	Dinner: Rice, Chicken Afritada, Pork Adobo, Ginisang Sayote, Corn Soup, Leche Flan
37		<i>Rental for room accommodation of participants (1 night)</i>
		Day 1, March 19, 2026

Quantity	Unit	Item Description
37	Pax	Breakfast: Rice, Boiled Egg, Hotdog, Slice bread with Butter, Mango
37	Pax	AM Snack:Puto at Kutsinta, Bottled Juice
37	Pax	Lunch: Rice, Beef Steak, Fish Sliced Tinola with Veggies, Pinakbet, Fruit Salad
37	Pax	PM Snack: Siopao, Canned Juice
37	Pax	Dinner: Rice , Humba, Sinugbang Bangus, Egg Soup, Chopsuey, Papaya
37		<i>Rental for room accommodation of participants (1 night)</i>
		<b>Day 2, March 20, 2026</b>
37	Pax	Breakfast: Rice, Sunny Side-up Egg , Beef Tapa, Cheese Pandesal, Fresh Fruits
37	Pax	AM Snack: Macaroni Spaghetti, Canned Juice
37	Pax	Lunch: Rice , Humba, Sinugbang Bangus, Egg Soup, Chopsuey, Ripe Papaya
37	Pax	PM Snack: Dinuguan at Puto , Fruit Juice
37	Pax	Dinner: Rice, Pork Sinigang, Tinulang Idsa, Adobong Sitaw with Pork, Mixed Fruit
		<b>Day 3, March 21, 2026</b>
37	Pax	Breakfast: Rice, Sunny Side-up Egg , Beef Tapa, Cheese Pandesal, Fresh Fruits
37	Pax	AM Snack: Macaroni Spaghetti, Canned Juice
37	Pax	Lunch: Rice , Escabeche Fish, Beef Steak, Chopsuey, Soup, Water Melon

Quantity	Unit	Item Description
		<b>Lease of venue with food and accommodation for the Conduct of Convergence of Learning System Strand Implementers</b>
		<b><i>Board and Lodging for the Convergence of Learning System Strand Implementers</i></b>

Quantity	Unit	Item Description
140		<i>Rental for room accommodation of participants (2 nights)</i>
		Day 1, July 28, 2026
140	Pax	PM Snack: Egg Pie, Buko Juice
140	Pax	Dinner: Rice, Pork Sinigang, Grilled Fish, Adobong Sitaw with Pork, Mixed Fruit
		Day 2, July 29, 2026
140	Pax	Breakfast: Rice, Tortang Talong, Beef Tapa, Cheese Pandesal, Fresh Fruits
140	Pax	AM Snack: Macaroni Spaghetti, Watermelon Juice
140	Pax	Lunch: Rice , Escabeche Fish, Pork Humba, Chopsuey, Soup, Sweet Mango
140	Pax	PM Snack: Spaghetti with Toasted Bread and Canned Juice
140	Pax	Dinner: Rice, Pork Ribs, Fish Tinola, Laing, Mango Float
		Day 3, July 30, 2026
140	Pax	Breakfast: Rice, Boiled Eggs, Bulad Danggit, Sliced Bread with Peanut Butter, Mixed Fruits
140	Pax	AM Snack: Goldilucks Ensaymada and Bottled Ice Tea
140	Pax	Lunch: Rice, Grilled Liempo, Grilled Bangus, Ginisang Kangkong, Black Sambo

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

## Checklist of Technical and Financial Documents

### I. CONTENTS OF BID PROPOSAL

- ☐ One (1) sealed envelope marked "ORIGINAL Technical & Financial components"
- ☐ One (1) sealed envelope marked "COPY-1 of Technical & Financial components"
- ☐ One (1) sealed envelope marked "COPY-2 of Technical & Financial components"

### II. TECHNICAL COMPONENT ENVELOPE

#### ***Class "A" Documents***

##### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR ;

##### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**III. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s)



## ***Annex – Bidding Forms***

(GOODS)

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# Bid Form

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Date: \_\_\_\_\_

Invitation to Bid<sup>2</sup> No: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 14 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>3</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 14 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the*

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<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## For Goods Offered from Abroad

Name of Bidder \_\_\_\_\_, Invitation to Bid<sup>4</sup> Number \_\_\_\_\_. Page \_\_\_\_\_ of \_\_\_\_.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIF named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

<sup>4</sup> If ADB, JICA and WB funded projects, use IFB.

## For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_. Invitation to Bid<sup>5</sup> Number \_\_\_\_\_. Page \_\_\_\_\_ of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

<sup>5</sup> If ADB, JICA and WB funded projects, use IFB.

**Contract Agreement Form for the Procurement of Goods (Revised)**  
*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII**, represented by **DR. RONELO AL K. FIRMO, CESO IV**, in his capacity as the **REGIONAL DIRECTOR** of the **DEPED RO VIII**, hereinafter referred to as the **“Entity”** and \_\_\_\_\_ of \_\_\_\_\_

(Name of the Supplier)

hereinafter called \_\_\_\_\_

(Address of the Supplier)

“the Supplier” of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly \_\_\_\_\_

(Title of the Project)

and has accepted a Bid by the Supplier for the supply of those goods and services in the \_\_\_\_\_ sum of **Philippine Pesos** \_\_\_\_\_

(Amount in Words)

**(PhP \_\_\_\_\_) only**, hereinafter called “the Contract Price”.

(Amount in Figure)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the

Proprietor

**RONELO AL K. FIRMO, CESO IV**

OIC-Regional Director

bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

1. In consideration for the sum of **Philippine Pesos**

\_\_\_\_\_  
(Amount in Words)

**(PhP \_\_\_\_\_) only** or such other sums as may be ascertained,

\_\_\_\_\_, agrees to

\_\_\_\_ in accordance with his/her/its Bid.

- 4. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby enters into a covenant with the Entity to execute and complete the Works within a period \_\_\_\_\_ **CALENDAR DAYS** in conformity with the provisions of this Contract in all respects, and in accordance with governing laws, rules and regulations;
- 5. The Head of the Procuring Entity (HoPE), **DR. RONELO AL K. FIRMO, CESO IV**, in his capacity as the **REGIONAL DIRECTOR** of the **DEPED RO VIII**, agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**RONELO AL K. FIRMO, CESO IV**

OIC-Regional Director  
Head of the Procuring Entity (HoPE)

\_\_\_\_\_  
Proprietor

SIGNED IN THE PRESENCE OF:

**FE M. GERONA**

Chief – Accountant

\_\_\_\_\_  
End-User

Republic of the Philippines )  
Province of Leyte ) Ss.  
Tacloban City )

### ACKNOWLEDGMENT

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_ 2022  
personally appeared:

Proprietor

**RONELO AL K. FIRMO, CESO IV**

Res. Certificate No.: \_\_\_\_\_

Issued on: \_\_\_\_\_

Issued at: \_\_\_\_\_

\_\_\_\_\_

Res. Certificate No. : \_\_\_\_\_

Issued on: \_\_\_\_\_

Issued at: \_\_\_\_\_

Known to me to be the same persons who executed the foregoing instrument and who acknowledged to me the same is their free and voluntary act and deed and that of the Offices they respectively represent.

The foregoing instrument is an Entity-Supplier Contract Agreement consisting of three (3) pages including this page on which this Acknowledgment is written and signed by the parties hereof and their instrumental witnesses on the left margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the place and date above written.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 20\_\_\_\_\_

**RONELO AL K. FIRMO, CESO IV**

OIC-Regional Director



## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized  
Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

X-----X

### **BID SECURING DECLARATION** **Invitation to Bid:** *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We<sup>6</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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<sup>6</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]*

*[Insert Signatory's Legal Capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

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