



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12670271
Procuring Entity DEPARTMENT OF EDUCATION - REGION VIII
Title 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)

Area of Delivery

Solicitation Number:	AD-PU-12-05-2025-EPA	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	06/12/2025
Approved Budget for the Contract:	PHP 2,593,900.00	Last Updated / Time	06/12/2025 00:00 AM
Delivery Period:		Closing Date / Time	29/12/2025 10:00 AM
Client Agency:			
Contact Person:	Mikko S Duero Computer Programmer II DepEd Regional Office VIII Government Center Barangay Candahug Palo Leyte Philippines 6501 63-53-8889349 63-53-8322997 bac.region8@deped.gov.ph		

Description

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)

LOT DESCRIPTION ABC / BID DOCS

1 Venue for Lot 1: DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte ₱1,811,900.00 / ₱5,000.00

1. ESSD – Procurement of Meals for the Bi-Annual Regional Coordination Meeting of Educational Facilities Section Implementers – ₱253,000.00

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

A. MID-YEAR MEETING

- July 22–24, 2026, 55 participants
- First Meal: Dinner, July 22, 2026
- Last Meal: Lunch, July 24, 2026
- Breakfast, Lunch, Dinner, AM & PM Snacks

B. YEAR-END MEETING

- November 18–20, 2026, 55 participants
- First Meal: Dinner, November 18, 2026
- Last Meal: Lunch, November 20, 2026
- Breakfast, Lunch, Dinner, AM & PM Snacks

2. ESSD – Procurement of Catering Services for the School Health and Nutrition Personnel Bi-Annual Convergence – ₱280,000.00

- With free-flowing coffee/milk/chocolate drink
- Provision of tarpaulin banner, 4 ft x 6 ft (each convergence)

A. MID-YEAR CONVERGENCE

- July 24–26, 2026, 50 participants
- First Meal: Lunch, July 24, 2026
- Last Meal: Lunch, July 26, 2026
- Breakfast, Lunch, Dinner, AM & PM Snacks

B. YEAR-END CONVERGENCE

- November 25–27, 2026, 55 participants
- First Meal: Dinner, November 25, 2026
- Last Meal: Lunch, November 27, 2026
- Breakfast, Lunch, Dinner, AM & PM Snacks

3. FINANCE DIVISION – Procurement of Catering Services for Quarterly Internal Program Implementation Review – ₱245,000.00

A. QUARTERLY PIR (Q1 & Q2)

- Q1 – March 18–19, 2026, 19 pax
- Q2 – June 18–19, 2026, 19 pax
- AM Snack, Lunch, PM Snack

B. 2026 Q2 FGC (Lease of Venue with Food & Accommodation)

- May 20–22, 2026, 50 participants

- First Meal: PM Snack, May 20, 2026
- Last Meal: Lunch, May 22, 2026
- Breakfast, AM Snack, Lunch, PM Snack, Dinner
- Accommodation for May 20-21, 2026 (2 Days)
- 4. PPRD – Catering Services for Calendar of Activities for FY 2026 – ₱48,800.00
 - A. 1st Quarter PIR
 - Lunch, 8 participants, Date: TBD
 - B. 2025 Annual Performance Review Conference & 1st Quarter PMT Meeting
 - AM Snack, Lunch, PM Snack
 - 15 participants, Date: TBD
 - C. 2nd Quarter PIR
 - Lunch, 8 participants, Date: TBD
 - D. Midyear Performance Review & 2nd Quarter PMT Meeting
 - AM Snack, Lunch, PM Snack
 - 15 participants, Date: TBD
 - E. 3rd Quarter PIR
 - Lunch, 8 participants, Date: TBD
 - F. 3rd Quarter PMT Meeting
 - AM Snack, Lunch, PM Snack
 - 15 participants, Date: TBD
 - G. 4th Quarter PIR
 - Lunch, 8 participants, Date: TBD
 - H. 4th Quarter Performance Review & PMT Meeting
 - AM Snack, Lunch, PM Snack
 - 15 participants, Date: TBD
- 5. ADMINISTRATIVE DIVISION – Catering Services for Various Activities for CY 2026 – ₱324,400.00

Note: With flowing coffee/choco; buffet style (not packed)

 - A. Quarterly PIR
 - AM Snack, Lunch, PM Snack, 40 pax
 - Apr 7, Jul 8, Oct 16, Dec 4, 2026
 - B. Mid-Year Performance Review / Year-End Evaluation
 - July 16–17 & Nov 26–27, 2026
 - AM Snack, Lunch, PM Snack, 40 pax
 - C. Year-End Conference of RO VIII Property Custodians
 - Nov 26, 2026
 - AM Snack, Lunch, PM Snack, 40 pax
 - D. Meeting with PLIs & GFIs
 - Oct 15, 2026
 - AM Snack, Lunch, PM Snack, 80 pax
 - E. Year-End Conference of RO VIII Property Custodians (2nd Listing)
 - Nov 26, 2026
 - AM Snack, Lunch, PM Snack, 35 pax
 - F. Mid-Year Conference of RO VIII Property Custodians
 - June 19, 2026
 - AM Snack, Lunch, PM Snack, 35 pax
 - G. Mid-Year Conference of SDO Supply Officers
 - June 17–18, 2026
 - AM Snack, Lunch, PM Snack, 22 pax
- 6. ORD – Catering Services for Regional Executive Committee Meeting (REXECOM) 2026 – ₱460,800.00

Each date includes AM & PM Snacks, Lunch, 32 pax

 - January 12, 2026; January 26, 2026
 - February 9, 2026; February 16, 2026
 - March 9, 2026; March 23, 2026
 - April 6, 2026; April 20, 2026
 - May 4, 2026; May 18, 2026
 - June 8, 2026; June 22, 2026
 - July 6, 2026; July 20, 2026
 - August 3, 2026; August 17, 2026
 - September 7, 2026; September 21, 2026
 - October 5, 2026; October 19, 2026
 - November 9, 2026; November 23, 2026
 - December 7, 2026; December 14, 2026
- 7. ESSD–SPPS – Catering Services for 2026 Activities (EPA) – ₱199,900.00
 - A. World Teachers' Day 2026
 - Breakfast, AM Snack
 - 333 pax
 - Date: TBD
 - B. Brigada Skwela Kick-Off 2026 (June 1, 2026)
 - AM Snack, PM Snack
 - 500 pax
 - Individual packs
- 2 Board and Lodging – “Metrics to Meaning: Leveraging AI and Design Thinking for Contextualized Learning” – ₱222,000.00
 - A. Schedule & Participants
 - March 18–21, 2026
 - 7 participants
 - First Meal: PM Snack, March 18, 2026
 - Last Meal: Lunch, March 21, 2026
 - B. Meal Inclusions
 - Breakfast
 - AM Snack
 - Lunch
 - PM Snack
 - Dinner
 - C. Accommodation
 - March 18–20, 2026 (3 days)
 - D. Additional Requirements
 - Conference / Workshop Room
 - o 1 session room for 37 participants
 - o Chairs for all participants
 - o LCD projector setup
 - o Reliable WiFi for at least 37 devices
 - o High-fidelity sound system with 2 wireless microphones
 - o Clean male/female CRs
 - Connectivity
 - o All function rooms and guest rooms must have strong internet and telecom signal
 - Tarpaulin

