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

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
 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

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• 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 – $\frac{9}{2}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
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- o 1 tarpaulin, 5 × 9 ft (End-user provides design)
- Drinking Water
- o Complimentary water in function room & guest rooms
- E. Room Accommodation Conditions
- 3 persons per room max Check-in: 2:00 PM
- Check-out: 12:00 NN
- Day 1-3: Complete meals with accommodation
- F. Food Requirements
- Free-flowing hot/cold coffee, tea, chocolate drinks
- · Must observe halal food for concerned individuals
- 2. Board and Lodging Convergence of Learning System Strand Implementers ₱560,000.00
- A. Schedule & Participants
- July 28-30, 2026
- 140 participants
- First Meal: PM Snack (July 28, 2026)
- Last Meal: Lunch (July 30, 2026)
- B. Meal Inclusions
- Breakfast
- AM Snack
- LunchPM Snack
- Dinner
- C. Accommodation
- July 28-29, 2026 (2 days)
- D. Additional Requirements
- Conference / TWG Room
- o Air-conditioned audio-visual room
- o Good for 14 pax
- Connectivity
- o All rooms must have strong internet and telecom signal
- Tarpaulins
- o Two (2) tarpaulins 5×9 ft o Two (2) tarpaulins 4×8 ft
- o End-user provides design
- Drinking Water
- o Complimentary water in all function rooms & guest rooms
- Transportation
- o Vehicle transport to/from airport

- Plenary Hall
- o Capacity: 140 pax
- o Air-conditioned
- o Internet speed min. 1 Mbps (actual requirement text)
- Breakout Rooms
- o 4 session rooms
- o Each with:
- ☐ LCD projector ☐ Speaker system
- ☐ 2 wireless microphones
- ☐ Capacity per room: 35 pax
- E. Room Accommodation Conditions
- Room sharing: up to 4 persons (1:4)
- Check-in: 2:00 PM
- Check-out: 12:00 NN
- Day 1: PM Snack as first meal
- Last Day: Lunch as last meal
- F. Food Requirements
- Free-flowing hot/cold coffee, tea, chocolate drinks
- Must observe halal food for concerned individuals ₱782,000.00 / ₱1,000.00

Important Note/s:

- \square 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.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1		VARIOUS ACTIVITIES FOR ESSD, AD, FD, ORD, PPRD	1	Lot	1,811,900.00
2	LOVFA 2026 EPA	CLMD	1	Lot	782,000.00

Pre-bid Conference

Date	Time	Venue
15/12/2025	10:00:00 AM	DepEd Regional Office VIII, Candahug, Palo, Leyte

Created by Mikko S Duero **Date Created** 05/12/2025

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