



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>	<p>₱1,811,900.00          / ₱5,000.00</p>

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>	

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	<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*

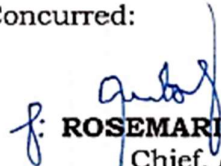
**Tel. No. (053) 832-4625**

**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