

Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte

TO:

Name of Supplier

PR NO: 2026-08-0479

DATE: August 5, 2026

End User: ESSD-SPPS

REQUEST FOR QUOTATION

Sealed proposal plainly marked Proposal to supply materials to the Government subject to terms and condition contained herein will be received at the BAC office, Dep.Ed. RO 8, Government Center, Candahug, Palo, Leyte, and publicly opened in the presence of the members of the Bids and Awards Committee.

QTY	UNIT	ARTICLE	Unit Price	TOTAL
		Procurement for the Lease of Venue w/Food and Accommodation for the conduct of 2026 National Teachers Month		
		August 17, 2026		
12	pax	Accommodation (800.00)		
12	pax	Lunch: Rice, Fish Sinigang, Buttered Chicken, Buttered Mixed Vegetables & Fresh Fruits (400.00)		
12	pax	PM Snack: Turon with langka and fresh juice cucumber (100.00)		
12	pax	Dinner: Rice, Fried fish, Pork Adobo, Bam-I, Banana fruit (400.00)		
		August 18, 2026		
12	pax	Breakfast: Rice, Beef Tapa, Egg (200.00)		
12	pax	AM Snack: Tuna Sandwich w/ Fries and Canned Juice (Php100.00)		
		Procurement for the Lease of venue with food and accommodation for the conduct of 2026 National Teachers Month (50 pax of Central Office Personnel - External PS, PAS personnel, advance party and CO TWG) September 16-20, 2026		
		Specification : Located within or near the activity venue to minimize transportation time. Standby power generator. Complimentary Wi-Fi with reliable internet connection. Clean and well-maintained room. Accessible parking area.		
		September 16, 2026		
50	pax	Accommodation (800.00)		
50	pax	Lunch: Rice, Zesty Tuna Fish, Southern Chicken, Lumpiang Togue, Crabmeat and Corn soup, Black Zambo (400.00)		
50	pax	PM Snacks :Buttered Puto & Cucumber Juice (100.00)		
50	pax	Dinner : Spicy spare ribs, fish sinigang, pumpkin soup, bam-I, mixed fresh fruits (400.00)		
		September 17, 2026		

50	pax	Accommodation (800.00)		
50	pax	Breakfast :Rice, Daing na bangus, egg and coffee or juice (200.00)		
50	pax	AM Snacks : Corn muffins & Blue lemonade (100.00)		
50	pax	Lunch :Rice,Breaded fish, buttered chicken, Buttered Mixed Veg., egg drop soup & Buko Pandan (400.00)		
50	pax	PM Snack : Biko w/ Coco meat & Iced Tea(100.00)		
50	pax	Dinner : Rice, Cheesy Beef Caldereta, Buttered Chicken, Mixed Veg., Letche Flan (400.00)		
		September 18, 2026		
50	pax	Accommodation (800.00)		
50	pax	Breakfast:Rice, Daing na bangus, egg and coffee or juice (200.00)		
50	pax	AM Snack: Pansit Bihon w/ toasted Bread & Pineapple Juice (100.00)		
50	pax	Lunch: Rice, buttered garlic fish, chicken galantina, Chilli Garlic eggplant, Fresh Fruits Medley, Buko Juice (400.00)		
50	pax	PM Snack:Turon w/ Langka & Iced Tea Juice (100.00)		
50	pax	Dinner: Rice, cheesy beef caldereta, buttered chicken, Pansit Bihon, Leche Flan (400.00)		
		September 19, 2026		
50	pax	Accommodation (800.00)		
50	pax	Breakfast: Rice, Daing na Bangus, Sunny side up Egg (200.00)		
50	pax	Dinner :Rice, Pork Humba, Grilled Fish w/ lemon butter sauce, chicken mushroom soup, coffee jelly (400.00)		
		September 20, 2026		
50	pax	Accomodation (800.00)		
50	pax	Dinner: Rice, Porkchop, Chopsuey, chicken mushroom soup, coffee jelly (400.00)		
		September 21, 2026		
50	pax	Breakfast: Tocino, egg, rice, and juice or coffee (200.00)		
50	pax	AM Snack: 2pcs Special Bibingka and Bottled Fresh Fruit Juice (100.00)		
		Procurement for the Lease of venue with food and accomodation for the conduct of 2026 National Teachers Month		
		VIP's, DepEd Officials (EXECOM), National / Celebrity Artist September 18-19,2026		
		Specification: With sufficient space for the security personnel Spacious parking area for the service vehicle of the security personnel and military personnel Accessibility / proximity to the airport and event venue Standby power generator. Complimentary Wi-Fi with reliable internet connection. Clean and well-maintained room.		
		September 18, 2026		
56	pax	Accommodation (800.00)		

56	pax	Dinner: Rice, cheesy beef caldereta, buttered chicken, Pansit Bihon, Leche Flan (400.00)		
		September 19, 2026		
56	pax	Breakfast: Pork Tapa, Rice, Egg & Coffee or Juice(200.00)		
PURPOSE: for the conduct of 2026 National Teachers Month				
For more technical details on the procurement contact End User: ESSD, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 Contact No/s. (053) 832-4631 / Email: essd.region8@deped.gov.ph				

APPROVED BUDGET OF THE CONTRACT (ABC):

Php 532,400.00

DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ):

August 10, 2026 | 10:00 A.M

REQUIREMENTS IN CANVASSING/TERMS AND CONDITIONS:

A) New participating Supplier in the procurement shall submit the RFQ with attached requirements indicated below immediately upon submission to the BAC Secretariat in which these documents shall be evaluated and validated by the BAC through the Technical Working Group (TWG) to determine if the supplier is technically, legally, and financially capable prior to the award of the Purchase Order (PO);

1. Mayor's Permit issued by the City/Municipality where the principal place of he business is located.
2. PhilGEPS Registration
3. Detailed / Itemized Computation of the Quotation per Meal
4. Omnibus Sworn Statement (to be required if the ABC is above Fifty Thousand Pesos (Php50,000.00).
5. ITR (Income Tax Return)

B) Regular Suppliers whose documents mentioned above are already available in the file of the BAC Office may opt not to submit the requirements, but the supplier must ensure that these documents are updated. However, these documents are still subject for review by the BAC through the TWG during post qualification.

C) Failure to submit/update the above-mentioned requirements shall be ground for disqualification.

D) Place of delivery, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte within the agreed delivery period.

E) Absence and/ or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.

F) Quotation that exceeds the ABC shall be rejected.

G) This RFQ is the standard form that suppliers must follow, thus NO SUBSTITUTE RFQ FORM SHALL BE ACCEPTED.

H) The Department of Education, Regional Office VIII reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

BIDDERS' DECLARATION:

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked "NONE". These terms and conditions specified above are hereby offered.

Canvassed by:

(Authorized Signature Over Printed Name)

Designation/Position

TIN: _____ Contact No. _____

(Signature Over Printed Name)

Approved:


HARVIE D. VILLAMOR, EdD

BAC Chairman

NOTE:

Place this inside the official envelope sealed with your signature across the opening part, and personally deliver this to DepEd RO VIII Bids and Awards Committee, (Attn: The BAC Chairman).

OPENED:

DATE: _____

DATE: _____

DATE: _____

DATE: _____



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII
Government Center, Candahug, Palo,
Leyte



Date

I/WE waive the right to be present at the opening of Bids for food catering, goods, supplies, materials and equipment.

Very truly yours,



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII
Government Center, Candahug, Palo,
Leyte



Date

This is to Certify that I/We, the undersigned have this day received from the Office of the Regional Director, Department of Education, Regional Office No. VIII, Government Center, Candahug, Palo, Leyte. Notice to the Bidder/ Request for Quotation of prices of food catering, goods, supplies, materials and equipment for use in the office which will be opened on _____ at _____ at DepEd Regional Office No. VIII, Government Center, Candahug, Palo, Leyte.

NAME OF BIDDER

SIGNATURE OF BIDDER/REPRESENTATIVE

DATE/ TIME
