

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

TO:

Name of Supplier

PR NO: 2026-09-0552

DATE: SEPTEMBER 29, 2026

End User: PPRD

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
1	Lot	Procurement of Lease of Venue with Food and Accommodation for the conduct of Presentation of the Division Education Development Plan (DEDP) of the SDOs on October 8-9, 2026		
		Specification:		
		•Venue that can accommodate at least 86 pax, with tables and chairs, with adequate lighting and sounds, and with LED Wall for video presentation		
		•Venue and room accommodation must have a strong Wi-Fi connection		
		•Rooms for 52 pax, with at least 4 to 5 beds and no bed sharing		
		•Venue must have adequate parking area		
		•First Meal is on Day 1-Breakfast; Last Meal is on Day 2- PM Snack		
52		ROOM Accomodation & Venue (800.00)		
2		LED WALL (for 2 days)		
		MENU		
		•Day 1- October 8, 2026		
86	pax	Breakfast: Plain Rice or Fried Rice, Slicebread, Luncheon Meat, Danggit, Orange, Water (200.00)		
86	pax	AM Snack: 2pc Special Puto and Bottled Iced tea (100.00)		
86	pax	LUNCH: Plain Rice, Corn soup, Pork Menudo, Fried Chicken, Chopsuey, Buko Pandan, Water (400.00)		
86	pax	PM Snack: Buko Pie with Watermelon juice (100.00)		
86	pax	DINNER: Plain Rice, Pork Sinigang with vegetables, Tortang Talong, Fish Fillet, Fruit Salad, Water (400.00)		
		•Day 2- October 9, 2026		
86	pax	BREAKFAST: Plain Rice, Slicebread or pandesal, Luncheon Meat, Sunny Side Up Egg, Banana, Water (200.00)		

86	pax	AM Snack: Bibingka and Fruit Juice (100.00)	
86	pax	LUNCH: Plain Rice, Sinigang na Isda, Pork Chop, Mixed Vegetables , Mango Banggo, water (400.00)	
86	pax	PM Snack: Special Turon with Fruit Juice (100.00)	
		<i>*Note: venue should have flowing water (hot and cold), and coffee</i>	
For the conduct of Workshop on the Alignment of DEDPs to QBEDPs of Schools Division Offices			
For more technical details on the procurement contact End User: PPRD, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 Contact No/s. (053) 832-4631 / Email: pprd.region8@deped.gov.ph			

APPROVED BUDGET OF THE CONTRACT (ABC):

DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ):

Php 283,600.00

OCTOBER 5, 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))

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.

(Authorized Signature Over Printed Name)

Designation/Position

TIN: _____ Contact No. _____

Approved: 
for: **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).

<https://region8.deped.gov.ph>

Canvassed by:

(Signature Over Printed Name)

OPENED:	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____

(053) 888-9349 | bac.region8@deped.gov.ph | BAC