



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

INVITATION TO BID

MEALS AND VENUE ON THE CONDUCT OF DIVISION TRAINING OF TEACHERS ON THE REVISED GRADES 6, 9 AND 10 CURRICULUM (DTOT)

- 1) The *DepEd, Schools Division Office of Catanduanes*, through the *General Appropriation Act (GAA) CY 2026* intends to apply the sum of **three million one hundred thousand eight hundred pesos only (P3,100,800.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for *each lot*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Approved Budget for the Contract (ABC) per Lot:

- a. Lot 1= Php 1,101,600.00
- b. Lot 2= Php 768,000.00
- c. Lot 3= Php 700,800.00
- d. Lot 4= Php 530,400.00

LOT	Item Description	Quantity	Date
1	Meals and Venue for the participants/PMTs/LF of Grade 6 group	459 pax (Class A=153 pax; Class B=153 pax; Class C=153 pax)	June 5,6,7 &12 2026
2	Meals and Venue for the participants/PMTs/LF of Grade 9 group	320 pax (Class A=161 pax; Class B=159 pax)	June 5,6,7 &12 2026
3	Meals and Venue for the participants/PMTs/LF of Grade 10 group	292 pax (Class A=146 pax; Class B=146 pax)	June 5,6,7 &12 2026
4	Meals and Venue for the participants/PMTs/LF of Grade 9& 10 (TLE) group	159 pax	June 5,6,7 &12 2026
	Meals and Venue for the PMTs/LF of DSOW	216 pax (Class A=83 pax; Class B=56 pax; Class C=53 pax; Class D=24 pax)	June 3, 2026
	Post Conference	32 pax	June 15, 2026

Menu:

Actual Implementation Lot 1-3			
Menu for Day 1: June 5, 2026	Menu for Day 2: June 6, 2026	Menu for Day 3: June 7, 2026	Menu for Day 4: June 12, 2026
AM(Snacks)	AM(Snacks)	AM(Snacks)	AM(Snacks)
2 pcs toron with peanut butter	1 pc banana cake	2 pcs banana cue	1 serving pancit bato
1 canned pineapple/orange juice, 240 ml	1 glass fresh kalamansi juice	1 bottle cool & clean green tea lemon 355 ml	1 canned pineapple/orange juice, 240 ml



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Actual Implementation Lot 1-3			
Menu for Day 1: June 5, 2026	Menu for Day 2: June 6, 2026	Menu for Day 3: June 7, 2026	Menu for Day 4: June 12, 2026
Lunch	Lunch	Lunch	Lunch
1 serving crab and Corn Soup	1 serving Pumpkin Soup	1 serving La Paz Batchoy soup	1 serving sotanghon soup
1 serving steamed rice	1 serving steamed rice	1 serving steamed rice	1 serving steamed rice
1 serving pork steak	1 serving beef bulalo with vegetables	1 serving sinigang fish	1 pc chicken teriyaki
1 pc fried chicken	1 pc chicken inasal	1 pc pork steak	1 serving sinigang fish with vegetables
1 serving ginisang beans	1 serving talong con karne	2 pcs steamed okra	sautéed garling kangkong
1 slice pineapple	1 slice watermelon	1 pc ripe banana	1 pc orange
PM (Snacks)	PM (Snacks)	PM (Snacks)	PM (Snacks)
1 regular serving spaghetti	1 serving carbonara	1 pc chicken hamburger with cheese	1 serving pork dinuguan
1 serving french fries	1 slice toasted bread	french fries	2 pcs. puto cheese
1 bottle cool & clean green tea lemon 355 ml	1 can four seasons 220 ml	1 glass orange/dalandan juice	1 can unsweetened pineapple juice drink 220ml

Technical Specifications:

Meal Inclusions:

1. Meal Coverage (9:30 am snacks, 12:00nn lunch, and 3:00 p.m. snacks) for the participants, PMT and Resource Persons.
2. With unlimited coffee, creamer and sugar in jars with cover and separate serving spoons. Place in a clean and well-maintained coffee table/rack.
3. With clean water dispenser and purified water. Only sealed water refills shall be used.
4. With sterilized and properly cleaned utensils. Spoon and fork should be wrapped in a 2-ply napkin. Chipped glassware/cups should not be included.
5. With food provision to participants with food restrictions. With substitute meals to the menu stated below (non-pork, chicken, or seafood eaters).
6. With 15 meals for monitors and guest per day.
7. With assigned waiters and head waiters during the event. Waiters should be in appropriate dress code. Kitchen staff should have hair covering or net.
8. With pica-pica for guests and PMTs.
9. Maintenance of cleanliness of rest rooms and continuous supply of toilet paper

Venue:

1. One (1) air-conditioned session hall for the entire duration of training which can accommodate:



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a. Grade 6

Class	No. Of pax
1	At least 155 pax
2	At least 155 pax
3	At least 155 pax

b. Grade 9

Class	No. Of pax
1	At least 160 pax
2	At least 160 pax

c. Grade 10

Class	No. Of Pax
1	At least 146 pax
2	At least 146 pax

d. Grade 9 & 10 (TLE)

Class	No. Of Pax
1	At least 159 pax

Arrangement of tables and chairs must strictly observe proper distancing.

2. **BREAK-OUT ROOMS:**
 - a. with Divider or small rooms
 - b. 2 tables per learning areas
 - c. 1 table for PMT/LF
 - d. 1 small table for Welfare Officer Nook (to be provided by the supplier)
3. Front stage must be free from obstruction from the view of the participants.
4. Plenary Room
 - a. 4 LCD Projectors (G6, G9, G10, G 9& 10)
 - b. 8 microphones (G6, G9, G10, G 9& 10) (if wireless, provision of extra batteries), splitter cable for additional projectors per session hall. Appropriate high lumen projectors for large spaces should be used for better viewing.
5. One (1) Podium and One (1) Philippine Flag with stand placed on the stage/front of the session hall. session slide decks.
6. Hotel IT staff on stand-by in the session hall to handle sounds and IT related troubleshooting during the entire duration of the event.
7. Unlimited access to the internet. WIFI and at least 100 Mbps. Provision of an alternate internet provider if the primary provider is not available.



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8. Free backdrop, layout approved by the end-user care for the winning bidder indicating the title, date, venue and other salient information about the training. 8x10 ft.
9. Ten (10) extension cords that can be used by the participants and PMT.
10. Emergency Supplies. Availability of First Aid Kit and Emergency Equipment (Spineboard with straps) in case of emergency.

Location and Site Condition:

1. Within Catanduanes accessibility of the participants and geographical reasons.

Manpower Requirement:

1. The service provider shall guarantee the provision of at least 5 qualified personnel (waiters), courteous, observed proper hygiene, appropriate uniform, and shall be required to wear a hair net and gloves. They will assist in the distribution of food to the participants.
2. The service provider shall assign a point person to coordinate the end-user regarding the schedule of the activity.

Sanitation:

1. Proper sanitation shall be observed at all times.
- 2) The **DepEd, Schools Division Office of Catanduanes** now invites bids for the above procurement project using the *Lowest Calculated Responsive Bid (LCRB)*. Delivery of the Goods is required **for Lot 1= within four (4) calendar days; for Lot 2= within four (4) calendar days; for Lot 3= within four (4) calendar days; for Lot 4= within six (6) calendar days**. Bidders should have completed, at least *within three (3) years* from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

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) Interested Bidders may obtain further information from **DepEd, Schools Division Office of Catanduanes** and inspect the Bidding Documents at the address given below from **Monday to Thursday, 8:00 AM to 5:00 PM** except during holidays.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders on **April 30, 2026 to May 25, 2026 @ 8:30 AM** from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB,



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- 6) The **DepEd, Schools Division Office of Catanduanes** will hold a Pre-Bid Conference on **May 11, 2026 @ 1:30 PM** at DepEd, Schools Division Office of Catanduanes BAC Office and/or through video conferencing via *Microsoft Teams*, which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat manual submission at the address indicated below on or before **May 25, 2026 not later than 8:30 AM**. Late bids shall not be accepted.
- 8) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 9) Bid opening shall be on **May 25, 2026 @ 9:00 AM** at *SDO BAC Office* and/or via *Microsoft Teams*. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) Prior to Bid-Opening, representative of bidders should present and submit to the BAC a Special Power of Attorney stating the detailed activities which he/she will perform relative to the bidding at hand and a Letter of Intent.
- 11) The *SDO Catanduanes* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 12) For further information, please refer to:

ROMA ANGELEE A. SOLEYBAR

BAC-Secretariat Head, Bids and Awards Committee

DepEd, Division Office, Virac, Catanduanes

Contact No. 0939-517-7669/0946-818-5311

- 13) You may visit the following websites:

For downloading of Bidding Documents: <https://www.depedrovcatanduanes.com/>

For electronic bid submission: [*PhilGEPS' website*]

April 30, 2026


MARY JEAN S. ROMERO
BAC Chairman