



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

**INVITATION TO BID**

PROJECT NO.: 2025-15-SERVICES

**SUPPLY OF FOOD, VENUE, ACCOMMODATION AND TRANSPORTATION FOR THE CONDUCT OF GENDER AND DEVELOPMENT (GAD) CAPABILITY BUILDING PROGRAM FOR THE DIVISION PERSONNEL**

- The DepED - Division of Quezon, through the Funding Source, Government of the Philippines (GOP) intends to apply the sum of **ONE MILLION ONE HUNDRED FIFTY THOUSAND PESOS & 00/100 (P1,150,000.00)** being the Approved Budget for the Contract (ABC) to eligible payments under the contract for the **SUPPLY OF FOOD VENUE AND ACCOMMODATION FOR THE CONDUCT OF GENDER AND DEVELOPMENT (GAD) CAPABILITY BUILDING PROGRAM FOR THE DIVISION PERSONNEL**. Bids received that exceed the ABC shall be rejected at bid opening.

PROJECT DESCRIPTION/ INTENDED COMPLETION DATE	LOT NO.	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (PhP)	AMOUNT OF BIDDING DOCUMENTS
SUPPLY OF FOOD VENUE ACCOMMODATION AND TRANSPORTATION FOR THE CONDUCT OF GENDER AND DEVELOPMENT (GAD) CAPABILITY BUILDING PROGRAM FOR THE DIVISION PERSONNEL /30 CD	1	Supply of Food and Venue and Accommodation (November 27-28, 2025)	P1,150,000.00	P5,000.00
		GRAND TOTAL	P1,150,000.00	

- The DepED-Division of Quezon of Region IV-A, through its Bids and Awards Committee (BAC), now invites bids for the above-mentioned works. Prospective bidders must have an experience of having completed at least one (1) contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PS) consumer price indices, must be at least fifty percent (50%) of the ABC of the lot to be bid. The description of an

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eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instruction to Bidders.

- 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, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietor ships, 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 5183.

- Interested bidders may obtain further information from DepED – Division of Quezon and inspect the Bidding Documents at the address given below. A complete set of Bidding Documents may be purchased by interested Bidders and upon payment of a non-refundable fee for the Bidding Documents in the amount stated above. Only bidders who purchased the Bidding Documents will be allowed to submit bids (ITB 6.8).

Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), [www.philgeps.gov.ph](http://www.philgeps.gov.ph), provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

- The Department of Education-Division of Quezon will hold a Pre-Bid Conference as shown on the calendar of activities below, which shall be open to prospective bidders.

Activity	Date & Time	Venue
Issuance of Bidding Documents	OCTOBER 30, 2025, NOVEMBER 3, 2025 (8:00 am-5:00 pm), NOVEMBER 5-7, 10-14, 17 2025 (8:00 am-5:00) NOVEMBER 18, 2025 (8:00 – 12:00 nn)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon
Pre-Bid Conference	NOVEMBER 6, 2025 (1:30 pm)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon
Final Submission and Opening of Bids	NOVEMBER 18, 2025 (1:30 pm)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon

- Bids must be delivered to the address and on the date and time stated herein. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of the bid security.

Bids will be opened in the presence of the bidders’ representatives who choose to attend the opening of bids at the address stated herein. Late bids shall not be accepted.

Only one (1) representative per bidder will be allowed entry into the venue / conference room.

**For the purpose of constituting a quorum**, both physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

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7. The DepEd – Division of Quezon of Region IV-A reserves the right to accept or reject any and all bids, declare a failure of bidding, not award the contract(s) at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, or annul the bidding process without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

**Joepi F. Falqueza**  
**BAC Chairman**  
**DepEd – Division of Quezon**  
**Talipan, Pagbilao, Quezon**  
**Contact No. 042-784-0366**

9. You may visit the following websites:

For downloading of Bidding Documents:

- PhilGEPS: <https://notices.philgeps.gov.ph/>
- DepEd-Quezon website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

**JOEPI F. FALQUEZA**  
Asst. Schools Division Superintendent  
BAC Chairperson

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**TECHNICAL SPECIFICATIONS**

Project Description	Item No.	Technical Specifications
<p><b>SUPPLY OF FOOD VENUE ACCOMMODATION AND TRANSPORTATION FOR THE CONDUCT OF GENDER AND DEVELOPMENT (GAD) CAPABILITY BUILDING PROGRAM FOR THE DIVISION PERSONNEL</b></p> <p>November 27-28, 2025</p>	<p>1</p>	<p><b>Supply of food venue accommodation and transportation</b></p> <p><b>1. Food - Breakfast, AM/PM Snacks, Lunch &amp; Dinner</b></p> <p>Day 1: November 27, 2025 – 320 pax</p> <p><b>Food - Breakfast, AM/PM Snacks, Lunch</b></p> <p>Day 2: November 28, 2025 – 320 pax</p> <p><b><u>Assisted Buffet</u></b></p> <ul style="list-style-type: none"> <li>• Breakfast – Rice , 2 viands, fresh fruits , bread and butter and coffee</li> <li>• Morning Snacks- Snacks and 250 ml drinks or juice</li> <li>• Lunch – Rice, Vegetables, 2 viands , soup , dessert &amp; 250 ml drinks</li> <li>• Afternoon Snacks- Snacks and 250 ml drinks or juice</li> <li>• Dinner – Rice, Vegetables, 2 viands , soup , dessert &amp; 250 ml drinks</li> <li>• Free flowing purified water and coffee</li> <li>• Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions</li> </ul> <p><b>2. Session Hall (Day 1-2)</b></p> <ul style="list-style-type: none"> <li>• Provision of one (1) Plenary Hall</li> <li>• Provision of 2 projectors per hall</li> <li>• Provision of 3 microphones</li> <li>• Provision of two (2) 4x6 tarpaulin</li> <li>• Fully air-conditioned hall</li> <li>• with reliable internet service</li> </ul> <p><b>3. Room Accommodation</b></p> <p>Day 1: November 27, 2025 – 320 pax</p> <ul style="list-style-type: none"> <li>• Fully airconditioned rooms</li> <li>• Provision of rooms for participants preferably 4-6 pax in a room for 1 night</li> <li>• With bottled water and individual personal kit (bath towel, toothpaste, toothbrush, shampoo, bath soap) for the entire duration of the event</li> </ul>

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- Provision of two (2) rooms for facilitators preferably 2 pax each in a room for 1 night

**4. Transportation**

Day 1: November 27, 2025 – 320 pax

Day 2: November 28, 2025 – 320 pax

- Shall provide service vehicle (bus or van) for 320 pax back and forth from SDO-Quezon to the venue
- Vehicle shall be in good running condition, fully airconditioned
- Shall have existing and valid registration and/or licenses with the appropriate government entity as required by existing laws and regulations
- Driver shall possess a valid driver's license
- Shall provide travel insurance to the participants
- Preferred location is within **CALABARZON AREA**

**Other Inclusions:**

- With available front desk personnel 24/7
- With daily supply of toiletries
- With facilities for disabled guest
- With clean comfort rooms and continuous water supply
- Provision of vehicle to transport guest to the hospital in case of emergency
- Provision of mini clinic with small bed, oxygen tank, wheel chair and first-aid kit
- With safe, secured premises and wide parking area
- With electrical generator system

*\*\* And in case the service provider need to transfer the participants to another venue/accommodation due to unforeseen events, they must ensure the following:*

- 1) the choice of venue/accommodation must still follow the details required in the contract;*
- 2) additional cost if any for the transfer of accommodation to other hotels will be shouldered by the service provider, including the shuttle service to & from the venue.*

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