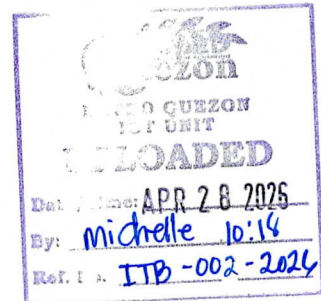




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

INVITATION TO BID FOR THE SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION EXPANSION TRAINING OF CORE FACULTY ON GRADE 6, 9 AND 10 CURRICULUM, LOT NOS. 1-2

PROJECT NO.: 2026-02-SERVICES

- 1) The Department of Education-Division of Quezon, through the funding source, Government of the Philippines (GOP)¹ intends to apply the sum of FOUR MILLION TWO HUNDRED THIRTY TWO THOUSAND EIGHT HUNDRED PESOS (PhP4,232,800.00) being the Approved Budget for the Contract (ABC) to payments under the contract for **SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION EXPANSION TRAINING OF CORE FACULTY ON GRADES 6, 9, and 10 CURRICULUM, LOT NOS. 1-2**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

| Lot No. | Item Description | ABC (PhP) |
|----------------|--|---------------------|
| 1 | Supply of food, venue and accommodation for the conduct of Division Expansion Training of Core Faculty on Grade 6 Curriculum | 2,485,600.00 |
| 2 | Supply of food, venue and accommodation for the conduct of Division Expansion Training of Core Faculty on Grades 9 & 10 Curriculum | 1,747,200.00 |
| | Grand Total | 4,232,800.00 |

- 2) The Department of Education-Division of Quezon now invites bids for²the **SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION**

¹ Approved Budget for the Contract (ABC) refers to the budget for the contract duly approved by the Head of the Procuring Entity (HoPE), within the authorized amount in the General Appropriations Act (GAA), continuing, and automatic appropriations, or other authorized source of funds, in the case of National Government Agencies (NGAs); the corporate operating budget approved by the governing Boards, pursuant to Executive Order (EO) No. 518, s. 1979, entitled "Establishing a Procedure for the Preparation and Approval of the Operating Budgets of Government Owned or Controlled Corporations, in the case of GOCCs, GFIs, and RA No. 8292, or the "Higher Education Modernization Act of 1997", in the case of SUCs; and the budget for the contract approved by the Sanggunian through an appropriation ordinance in the case of LGUs. For multi-year contracts, for which a Multi-Year Contractual Authority (MYCA) or an equivalent document is required, the ABC shall be the total project cost reflected in the MYCA or equivalent document (Section 5(a), RA No. 12009);

² A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential Bidders to decide whether or not to respond to the invitation.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321

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| | | | |
|--|--------------------|---------------------|------------------|
| | <i>Curriculum</i> | | |
| | Grand Total | 4,232,800.00 | 10,000.00 |

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 6) The SDO-Quezon will hold a Pre-Bid Conference on May 5, 2026, 1:30 pm through video conferencing via google meet <https://meet.google.com/uds-wvsx-mcj> which shall be open to prospective Bidders.
- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before May 18, 2026, 1:30 pm. 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 18, 2026, 1:30pm at the SDO-Quezon, Talipan, Pagbilao, Quezon. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 10) *The summary of the bidding activities is as follows:*

| | |
|---|--|
| Posting of Invitation to Bid | April 28, 2026-May 12, 2026 |
| Issuance and Availability of Bid Documents | April 28, 2026 to May 18, 2026, 12:00 noon |
| Pre-bid Conference | May 5, 2026, 1:30 pm |
| Last Day of Submission of Written Clarifications | May 8, 2026 |
| Last day of Issuance of Supplemental/Bid Bulletin | May 11, 2026 |

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EXPANSION TRAINING OF CORE FACULTY ON GRADES 6, 9, and 10 CURRICULUM, LOT NOS. 1-2. The award shall be given to the bidder with the Lowest Calculated Responsive Bid (LCRB) following the procedures under Sections 61 and 63 of the same IRR. Delivery of the Goods is required within the delivery period stated in Section VI. Schedule of Requirements of the Bidding Documents. Bidders should have completed, at least five (5) 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 the SDO-Quezon and inspect the Bidding Documents at the address given below from Mondays to Fridays, except holidays, 8:00 A.M. to 5:00 P.M. Bidders intending to obtain the Bidding Documents on a Friday must notify the BAC Secretariat via email by Thursday, as the office operates under a work-from-home arrangement on Fridays.*
- 5) A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated below.

| Lot No. | Item Description | ABC (PhP) | Amount of Bidding Documents (PhP) |
|----------------|--|------------------|--|
| 1 | Supply of food, venue and accommodation for the conduct of Division Expansion Training of Core Faculty on Grade 6 Curriculum | 2,485,600.00 | 5,000.00 |
| 2 | Supply of food, venue and accommodation for the conduct of Division Expansion Training of Core Faculty on Grades 9 & 10 | 1,747,200.00 | 5,000.00 |

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| | |
|---|--|
| Deadline for Submission and Receipt of Bids | May 18, 2026, 1:30 pm |
| Opening of Bids | Immediately after the Deadline of Submission and Receipt of Bids |

11) The *SDO-Quezon* 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 70³ of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12) For further information, please refer to:

Lorena S. Walangsumbat
Thru Hilariona E. Coronado
SDO-Quezon
Talipan, Pagbilao, Quezon
hilariona.coronado@deped.gov.ph
Telephone No. 042-7840366

13) You may visit the following websites:

For downloading of Bidding Documents:

- PhilGEPS: <https://notices.philgeps.gov.ph/>
- DepEd-Quezon website: www.depedquezon.com.ph

Date of Issue: April 27, 2026

LORENA S. WALANGSUMBAT
Asst. Schools Division Superintendent
BAC Chairperson

³ Reservation Clause

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TECHNICAL SPECIFICATIONS

LOT NO. 1

| Project Description | Item No. | Technical Specifications |
|---|----------|--|
| <p>SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION EXPANSION TRAINING OF CORE FACULTY ON GRADES 6, 9, and 10 CURRICULUM, LOT NOS. 1-2</p> <p>MAY 25-27, 2026</p> | <p>1</p> | <p>Supply of food venue and accommodation</p> <p>1. Food - Breakfast, AM/PM Snacks, Lunch & Dinner Day 1: MAY 25, 2026 – 478 pax Day 2: MAY 26, 2026 – 478 pax Day 3: MAY 27, 2026 – 478 pax</p> <p><u>Assisted Buffet</u></p> <ul style="list-style-type: none"> • Breakfast – Rice, 2 viands, fresh fruits, bread and butter and coffee • Morning Snacks- Snacks and 250 ml drinks or juice • Lunch – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks • Afternoon Snacks- Snacks and 250 ml drinks or juice • Dinner – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks • Free flowing purified water and coffee • Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions <p>2. Session Hall (Day 1-3)</p> <ul style="list-style-type: none"> • Provision of one (1) Plenary Hall • Provision of 2 projectors • Provision of 3 microphones • Provision of two (2) 4x6 tarpaulins • Fully air-conditioned hall • with reliable internet service <p>3. Room Accommodation</p> <p>Day 1: MAY 25, 2026 – 478 pax Day 2: MAY 26, 2026 – 478 pax</p> <ul style="list-style-type: none"> • Fully airconditioned rooms • Provision of rooms for participants preferably 4-6 pax in a room for 1 night • With bottled water and individual personal kit (bath towel, toothpaste, toothbrush, shampoo, bath soap) for the entire duration of the event |

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

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
- Location shall be situated within Lucena City or in other nearby cities and municipalities

*** And in case the service provider needs 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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LOT NO. 2

| Project Description | Item No. | Technical Specifications |
|---|----------|--|
| <p>SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION EXPANSION TRAINING OF CORE FACULTY ON GRADES 6, 9, and 10 CURRICULUM, LOT NOS. 1-2</p> <p>MAY 25-27, 2026</p> | <p>1</p> | <p>Supply of food venue and accommodation</p> <p>1. Food - Breakfast, AM/PM Snacks, Lunch & Dinner Day 1: MAY 25, 2026 – 336 pax Day 2: MAY 26, 2026 – 336 pax Day 3: MAY 27, 2026 – 336 pax</p> <p>Assisted Buffet</p> <ul style="list-style-type: none"> • Breakfast – Rice, 2 viands, fresh fruits, bread and butter and coffee • Morning Snacks- Snacks and 250 ml drinks or juice • Lunch – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks • Afternoon Snacks- Snacks and 250 ml drinks or juice • Dinner – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks • Free flowing purified water and coffee • Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions <p>2. Session Hall (Day 1-3)</p> <ul style="list-style-type: none"> • Provision of one (1) Plenary Hall • Provision of 2 projectors • Provision of 3 microphones • Provision of two (2) 4x6 tarpaulins • Fully air-conditioned hall • with reliable internet service <p>3. Room Accommodation</p> <p>Day 1: MAY 25, 2026 – 336 pax Day 2: MAY 26, 2026 – 336 pax</p> <ul style="list-style-type: none"> • Fully airconditioned rooms • Provision of rooms for participants preferably 4-6 pax in a room for 1 night • With bottled water and individual personal kit (bath towel, toothpaste, toothbrush, shampoo, bath soap) for the entire duration of the event • Provision of two (2) rooms for facilitators preferably 2 pax each in a room for 1 night |

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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
- Location shall be situated within Lucena City or in other nearby cities and municipalities

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

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