

W-26



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 ON-BOARDING FOR MASTER TEACHERS (CAREER STAGE 3)

- 1) The *DepEd, Schools Division Office of Catanduanes*, through the *General Appropriation Act (GAA) CY 2026* intends to apply the sum of **three million two hundred one thousand pesos only (P3,201,000.00)** 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 837,000.00
- b. Lot 2= Php 618,000.00
- c. Lot 3= Php 630,000.00
- d. Lot 4= Php 619,200.00
- e. Lot 5= Php 496,800.00

LOT	Item Description	Quantity	No. of Days
1	Meals and Venue for the LF/Writers/PMTs/Core Team during the QA and Finalization of MT Modules per Domain	243 pax	2 days
	Meals and Venue for the LF/Writers/PMTs/Core Team for the Launching of the MT Modules	243 pax	1 day
	Meals and Venue for the LF/PMT for the DSOW	208 pax	2 days
	Meals and Venue for LF/Writers/PMTs/Core Team for the Professional Advancement Ceremony for Master Teachers	250 pax	1 day
2	Meals and Venue for the participants/LF/PMTs for Domain 1.1.3 and 1.2.3	254 pax (Class A= 134 pax; Class B=120 pax)	Class A= 5 days; Class B= 3 days
3	Meals and Venue for the participants/LF/PMTs for Domain 1.3.3 and 2.5.3	258 pax (Class A=138 pax; Class B= 120 pax)	Class A= 5 days; Class B= 3 days
4	Meals and Venue for the participants/LF/PMTs for Domain 2.6.3 and 3.4.3	258 pax (Class A=130 pax; Class B= 128 pax)	Class A= 3 days; Class B= 5 days
5	Meals and Venue for the participants/LF/PMTs for Domain 7	138 pax	6 days



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Menu:

For Lot 1:

<i>QA and Finalization of MT Modules per Domain</i>	<i>QA and Finalization of MT Modules per Domain</i>
Meals and Venue for Day 1	Meals and Venue for Day 2
AM(Snacks)	AM(Snacks)
1 serving pancit canton	2 pcs toron with peanut butter
1 glass dalandan juice	coke zero no sugar 500ml
Lunch	Lunch
1 serving corn soup	1 serving crab and Corn Soup
1serving of steamed rice	1 serving steamed rice
1 serving of pork humba	1 serving pork kare-kare with vegetables
1 serving ginataang langka	1 pc fried chicken
1 pc fried fish	1 serving ginisang beans
1 pc ripe banana	1 slice pineapple
PM (Snacks)	PM (Snacks)
1 serving baked mac	1 regular serving spaghetti
1 pc toasted bread	1 serving french fries
1 can carbonated flavored drink 250 ml	1 can four seasons 220 ml

<i>Launching of Master Teacher Module</i>
Meals and Venue for Day 1
AM(Snacks)
1 pc banana cake
1 bottle fresh kalamansi
Lunch
1 serving Pumpkin Soup
1 serving steamed rice
1 serving beef bulalo with vegetables
1 pc chicken inasal
1 serving talong con karne
1 slice watermelon
PM (Snacks)
1 serving carbonara with toasted bread
1 can four seasons 220 ml



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

<i>DSOW</i>	<i>DSOW</i>
Meals and Venue for Day 1	Meals and Venue for Day 2
AM(Snacks)	AM(Snacks)
2 pcs banana cue	1 serving pancit bato
1 bottle cool & clean green tea lemon 355 ml	1 bottle cultured milk drink 300 ml
Lunch	Lunch
1 serving La Paz Batchoy soup	1 serving sotanghon soup
1 serving steamed rice	1 serving steamed rice
1 serving sinigang fish	1 pc chicken teriyaki
1 pc pork steak	1 serving sinigang fish with vegetables
2 pcs steamed okra	sauteed garling kangkong
1 pc ripe banana	1 pc orange
PM (Snacks)	PM (Snacks)
1 pc chicken hamburger with cheese	1 serving pork dinuguan
french fries	2 pcs. puto cheese
1 pc chocolait 200ml x 36	1 can sweetened pineapple juice drink 220ml

<i>Professional Advancement Ceremony for Master Teachers (Career Stage 3)</i>
Meals and Venue for Day 1
AM(Snacks)
1 regular serving baked macaroni, 1 pc turon, 1 bottled juice
Lunch
1 serving sotanghon soup, 1 serving beef batchoy, 1 pc grilled chicken, 1 serving adobong sitaw, 2 pcs regular size Lumpiang Shanghai, banana
PM(Snacks)
1 regular serving clubhouse and fries, 1 pineapple in can 240 ml

For Lot 2, 3, 4, 5:

<i>Actual Implementation-Domain</i>		
Meals and Venue for Day 1	Meals and Venue for Day 2	Meals and Venue for Day 3
AM(Snacks)	AM(Snacks)	AM(Snacks)
1 serving potato mojos with chicken fingers	1 slice of buko pie	1 serving of pork dinuguan with 2 pcs puto cheese



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

1 can sweetened pineapple juice drink 220ml	1 glass ice tea	1 bottle coke zero
Lunch	Lunch	Lunch
1 serving corn soup, 1 cup steamed rice	1 serving crab and corn soup, 1 cup steamed rice	1 serving corn soup, 1 cup steamed rice
1 regular serving chicken curry	1 regular serving beef nilaga with vegetables	1 regular serving pork menudo
1 regular serving lechon kawali	1 pc fried bangus	1 regular serving fried fish
1 regular chopsuey guisado	1 regular serving ensaladang talong	1 regular serving ginisang monggo, 2 pcs lumpia shanghai
1 pc banana	1 pc banana	1 pc fruit salad
PM(Snacks)	PM(Snacks)	PM(Snacks)
1 slice of cassava cake	1 regular serving pancit canton with toasted bread	1 regular serving pancit bihon
1 can four seasons 220 ml	1 glass of cucumber juice	1 pc cassava cake
		1 pack fortified sterilized milk 200 ml snack pack

Meals and Venue for Day 4	Meals and Venue for Day 5
AM(Snacks)	AM(Snacks)
1 serving of palabok	1 regular serving crispy cheesy tuna pie
1 pc tuna sandwich (triangle cut)	1 pc bottled juice
1 pc bottle drink (coke, royal, sprite)	
Lunch	Lunch
1 serving of Rice	1 serving of Rice
1 serving of beef caldereta	1 regular serving Crab & Corn Soup, Rice,
1 serving of chicken cordon bleu	1 serving Baby back ribs with steamed okra
1 serving of ginisang amplaya with pork and egg	1 serving baked fish w/ yakitori sauce
1 pc banana	1 serving ice Cream, cookies & cream
PM(Snacks)	PM(Snacks)
1 regular serving super crunchy banana crunch	Bihon guisado and puto
1 pack fortified sterilized milk 200 ml snack pack	1 pc bottle drink (coke, royal, sprite)



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

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Technical Specifications:

Meals 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 250 pax. Arrangement of tables and chairs must strictly observe proper distancing.
2. With 23 round tables and 10 chairs per table in the session hall.
3. With three (3) rectangular table for (1) Resource Speakers, (1) PMT and (1) Secretariat. One (1) small table table for Welfare Officers Nook.
4. Front stage must be free from obstruction from the view of the participants.
5. Four (4) LCD projectors and widescreen, complete set of the sound system, three (3) microphones (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 of s
6. One (1) Podium and One (1) Philippine Flag with stand placed on the stage/front of the session hall. ession slide decks.
7. Hotel IT staff on stand-by in the session hall to handle sounds and IT related troubleshooting during the entire duration of the event.
8. Unlimited access to the internet. WIFI and at least 100 Mbps. Provision of an alternate internet provider if the primary provider is not available.
9. 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.
10. Ten (10) extension cords that can be used by the participants and PMT.
11. Emergency Supplies. Availability of First Aid Kit and Emergency Equipment (Spineboard with straps) in case of emergency.

Location and Site Condition:

1. Within **Virac only** for the accessibility of the participants and geographical reasons.



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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.
- 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 six (6) calendar days; for Lot 2= within five (5) calendar days; for Lot 3= within five (5) calendar days; for Lot 4= within five (5) calendar days; for Lot 5= 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 @ 1:00 PM** from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, *Lot 1= Php 1, 000.00; Lot 2= Php 1,000.00; Lot 3= Php 1,000.00; Lot 4= 1,000.00; Lot 5= Php 500.00.*
 - 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 1:00 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.



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- 9) Bid opening shall be on **May 25, 2026 @ 1:30 PM** 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