

DATE : December 29, 2025
 RFQ NO. : 2025-12-0461J
 PR NO. : 2025-11-0340J
 PHILGEPS REF NO. : _____

GENERAL CONDITIONS

1. All entries must be typewritten and/or written legibly;
2. **Bidders must submit certificate of PHILGEPS Registration ; (Philgeps Platinum)**
3. Bidders must submit the following documentary requirements
 - a. **Business permits/ Mayor's permit**
 - b. **Latest ITR**
 - c. **Notarized Omnibus Sworn Statement**
4. Place this RFQ in a **sealed envelope** and type the following details on the face of the envelope:

Your Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
5. **Delivery period must be within One(1) Year upon receipt of the Notice to Proceed, subject to the schedule of Activities.**
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of _____ days upon opening of the quotation;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. Transaction with Department of Education Region I shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.
11. For queries or clarifications, you can contact us via email: procurement.region1@deped.gov.ph

**SUPPLIER/CONTRACTOR/CONSULTANTS
 CERTIFICATION**

Date: _____

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the **Notice to Proceed, subject to the schedule of activities.**

Print Name & Signature of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)



Flores St., Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I | region1@deped.gov.ph
www.depedregion1.com

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TERMS OF REFERENCE

I. The Project shall be awarded as: One Project having several items that shall be awarded as one contract.

II. Scope of Work

a. The winning bidder shall operate in a pre-designated area accessible to the Dining Area. It shall provide meals for DepED ROP participants and guests based on the calendar of activities, hereto attached.

b. During the duration of the contract PE shall provide the following amenities FREE of charge:

- a. Dining area and pantry
- b. Janitorial services at the lobby, hallways and grounds
- c. Parking slots for deliveries

c. The winning bidder may use the available furniture, fixture and equipment which are found in the Dining Area subject to payment/replacement if in case of damage.

d. The winning bidder shall, during the period of their use, ensure that said furniture, fixtures, equipment and facilities are properly maintained

e. DepED ROP reserved the right to use alternative spaces preferred by the participants and guests, during seminars, trainings, meetings, conferences, or other events, including spaces other than the dining hall.

f. In the event that DepED ROP clients request packed meals instead of buffet type service, the supplier shall provide durable, high-quality packaging materials.

III. Food Service Guidelines

Catering operations will be provided Monday to Friday, with service on Saturdays when scheduled, offering set menus, packed meals, or a managed buffet, as applicable.

IV. Menu Selection

2.1 The winning bidder shall provide a variety of nutritious food selection for PE. They must submit to the PE. A 15-day Menu Cycle must be submitted to PE through the Program Owner for approval.

2.2 The proposal should specify the portion sizes or the number of pcs per serving. It is understood the standard weight will exclude the weight of sauces or garnishes.

2.3 Failure to submit the required menu cycle shall be considered a violation and subject

to the imposition of sanction as stipulated in Item of this TOR.

V. Equipment and Facilities

The winning bidder, with a written consent from the PE, shall provide at its own expense all necessary equipment and supplies for the food service operation, including, but not limited to:

- a. Kitchen equipment and utensils, such as microwaves, food warmers, chafing dishes, soup kettles, cold pans, and display cases;
- b. The winning bidder shall promptly report any required repairs to plumbing or drainage systems to the PE;
- c. Any fixtures, equipment, or shelving provided by the winning bidder shall remain its property. These may be removed by the winning bidder upon contract termination, provided that removal does not damage the premises and is approved in writing by the PE; and
- d. The winning bidder shall maintain the premises in a clean, sanitary condition, free from unpleasant odors, disturbing noises, or other nuisances.

Personnel/Manpower Requirement

The winning bidder shall submit the names of personnel to be assigned at DepED ROP for approval, one (1) week before the contract award.

Role/Function	Minimum No.	Requirement
Project/Food Supervisor	1	Atleast 1 year relevant experience
Waiter/Server	1	Health certificate and relevant experience
Chef/Cook	1	Health certificate, NC and relevant experience
Kitchen Helper	1	Health Certificate

For larger events (above 30 participants), additional food handler is required and must be coordinated by PE through the Program Owner prior to the scheduled activity. Any changes or replacements in the winning bidder's personnel shall be communicated to PE in writing.

All food handlers, including kitchen and dining staff, must wear proper work attire or uniforms and adhere to good personal hygiene practices as outlined in Section 3b, Item 5, of the Implementing Rules and Regulations of Chapter III on Food Establishments of the Code on Sanitation of the Philippines (PD 856). Personnel must wear their DepED ROP issued identification cards or passes at all times while on the premises. The food handlers must use hairnet specially during serving foods.

The winning bidder shall be solely responsible for the salaries, wages, allowances, overtime compensation, and other benefits of all its personnel, in accordance with the provisions of the Labor Code of the Philippines. The bidder shall also ensure full compliance with the Social Security System (SSS), PhilHealth, Pag-IBIG, Occupational Health and Safety Standards, and all other relevant regulations under the Employee Compensation Commission.

VI. Food Safety, Sanitation and Quality Control

The winning bidder shall ensure the highest standards of cleanliness and hygiene in the preparation, handling, and service of food. The bidder must comply with all relevant laws, ordinances, and regulations, including the Sanitation Code of the Philippines (PD 856), RA 3720 (as amended by EO 175), environmental laws such as RA 8749, RA 9003, RA 9275, and applicable DepED policies and orders.

All food preparation and handling by the winning bidder shall be subject to unannounced inspections by PE or its authorized representative to ensure compliance with food safety and quality standards.

The winning bidder shall be responsible for monitoring, handling, and disposing of all waste materials at the source. This includes providing containers with lids and ensuring proper segregation and labeling of waste into the following categories:

- Biodegradable (Composting)
Food waste (leftover food, fruit, and vegetable peelings)
- Non-biodegradable (recyclables)
Aluminum cans, pet bottles, tetra packs, and any metal products
- Paper
Wet paper
Dry paper

Note: Use of “single use” plastic and Styrofoam package containers shall not be allowed.

Delivery of Services

The Procuring Entity (PE) through the Program Owner will guarantee the number of participants as indicated in the activity schedule. However, **if the actual number of participants exceeds the guaranteed number, billing will be based on the actual attendance.**

The Supplier shall ensure that food quality and service standards are consistently maintained. Compliance with the **Food Safety Act of 2013 and FDA Advisory No. 2015-066** will be monitored by the Procuring Entity.

The Supplier shall deploy an adequate number of personnel to perform the required services. The Supplier is responsible for ensuring that its personnel comply with labor and employment standards and maintain full control and discipline over them. All personnel must be well-trained, physically and mentally fit for work. Copies of personnel profiles, NBI clearances, and health certificates must be submitted to the Procuring Entity one week after the Framework Agreement is signed and prior to deployment. Service personnel are subject to security checks when leaving the premises.

The Supplier guarantees that all deliveries will be free from defects. If any defective items are identified by the Procuring Entity during the delivery period, the Supplier shall replace them immediately upon verbal notification.

Menu changes by the Supplier will not be allowed, except in cases where raw materials are unavailable. Any menu change requires prior approval from the Procuring Entity, with at least three (3) days notice.

The Supplier shall ensure the cleanliness and orderliness of both the kitchen and dining areas during the event. Waste segregation must be strictly followed, and proper disposal of organic and inorganic materials must be implemented.

The Supplier assumes full responsibility for any damages or illnesses caused by food served. The Procuring Entity will investigate any incidents involving food spoilage, wastage, or related issues.

Leftover safe food items shall be handed over to the designated representative of the Procuring Entity. The Supplier must complete a "Leftover Food Waiver Form," which shall be signed by both the Supplier and the Procuring Entity.

Other Conditions

A Supplier who accepts a contract but fails to deliver the required goods within the stipulated time, without a justifiable reason, shall be disqualified from participating in future DepEd procurement activities or those of any DepEd units. This is without prejudice to the imposition of additional sanctions as prescribed under R.A. 9184 and its Implementing Rules and Regulations (IRR).

The Supplier shall be responsible for the payment of all applicable duties, excise taxes, and other taxes or charges.

All transactions are subject to the withholding of creditable Value Added Tax (VAT) and/or Expanded VAT, in accordance with the relevant revenue regulations of the Bureau of Internal Revenue (BIR).

Prohibited Acts

The winning bidder is prohibited from engaging in any of the following:

1. Using the DepED ROP premises for unlawful, immoral, or any activity contrary to the provisions of this agreement, or for any purpose that could cause damage to DepED ROP.
2. Storing flammable materials, toxic substances, harmful chemicals, or noxious substances on the premises, except those necessary for cleaning, sanitation, and food service operations.
3. Storing or possessing contraband items, including but not limited to illegal drugs, firearms, ammunition, explosives, pornographic materials, or any other items prohibited by law.
4. Making alterations, renovations, or improvements to the premises, or modifying the electrical, plumbing, lighting, or sanitary systems, without prior written consent from DepED ROP.
5. Using the provided dining halls beyond the approved operating hours for food service. For cleaning or special events requiring the use of these facilities outside regular hours, prior consent must be obtained from DepED ROP Administration.
6. Using the facilities to provide catering services for any non-DepED ROP related functions or external clients.
7. Using the DepED ROP premises for dwelling or sleeping purposes

Monitoring and Clearance

The PE will conduct regular inspections to ensure the winning bidder's compliance with the provisions outlined in this agreement. The winning bidder assumes full responsibility for the quality, safety, and fitness for human consumption of all food items served.

The winning bidder shall permit inspections by relevant government agencies, including the City or Municipal Health Office, Bureau of Fire Protection, or the Bureau of Internal Revenue (BIR), as required.

The PE will conduct performance surveys through **Supplier's Performance Evaluation System quarterly** to assess the winning bidder's service quality. The assessment shall be headed by the end-user representative, **Dinah C. Bonao**

The winning bidder must strictly adhere to the Terms of Reference and Scope of Services. The bidder shall be liable for any violations, including those committed by its staff. Penalties for infractions are as follows:

- **First Offense:** Verbal warning, followed by written acknowledgment.
- **Second Offense:** Written warning, with potential contract termination.
- **Third Offense:** Termination of contract.

Violations may include, but are not be limited to, the following:

- Failure to provide the required food for the event.
- Improper handling or disposal of waste materials.
- Non-submission or non-compliance with the approved menu, unless a deviation request has been submitted and approved by the PE.
- Unhygienic or improper food handling and service.
- Any prohibited act as outlined in Item 6 of this SCC.

Schedule of Activities

The Supplier shall acknowledge receipt of the calendar of activities either in person or via email from the program owner/end-user, with a copy furnished to the Procurement Unit.

The Supplier is responsible for sourcing its goods and equipment and must deliver services according to the schedule and specifications outlined in the award or contract. Failure to comply with these requirements may result in the cancellation of the award or purchase order.

All prices are fixed, valid, and binding. No additional costs will be authorized beyond those stipulated in the agreement.

Suspension of Work

In the event of a postponement or suspension, of a scheduled activity, the Procuring Entity, through the program owner/end-user will notify the Supplier at least two (2) days prior to the originally scheduled date indicated in the Schedule of requirements. Any activity suspended due to force majeure or unforeseen circumstances shall not incur any charges and will be at no cost to the procuring entity in the subsequent days following the declaration of suspension.

V. Terms of payment

The terms of payment shall be as follows: Full payment of every duly inspected and accepted deliveries based on calendar of activities, subject to submission of billing and the required supporting documents.

VI. Conditions

- i. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall deliver the services in accordance with the schedule, and specifications of the award or contract. Failure of the Supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the Supplier.
- ii. **ALL PRICES ARE FIXED, VALID, AND BINDING BASED ON THE CONTRACT.**
- iii. In case of postponement or cancellation of scheduled activity, the Procuring Entity through the program-owner/end-user shall inform the Supplier at least five (5) days

prior to original schedule without incurring any obligation.

b. Inspection and Test

1. The Procuring Entity reserves the right to inspect the premises of the Supplier to ensure that food is prepared in the most hygienic conditions.
2. All necessary laboratory tests that maybe undertaken by Procuring Entity on the item(s) as need arise shall be for the account of the Supplier.
3. Sanitary Permits of establishment and Health regulatory permits of worker should be presented upon request by the Procuring Entity for monitoring purposes.
4. Suppliers are expected to strictly observe the minimum health protocols at all times.

Statement of Compliance With Technical Specifications

LOT 1- DEPARTMENT OF EDUCATION REGIONAL OFFICE PROPER

A. Minimum Technical Requirements

Bidders must have a kitchen, whether owned or leased, that will pass the ocular inspection to be conducted by the BAC-TWG, in accordance with the Food and Safety Standards, and comply with the following specifications:

Item	Specifications	State here "Comply" or "Not Comply"
1	Rice: Plain or Fried Equivalent to at least one cup or an estimated 200 grams per head.	
2	Soup (selection from menu) Served in a bowl with estimated 200 ml per serving	
3	Three (3) Choices of Viands (selection of variety dishes of meat, poultry, fish and vegetables from menu) with estimated 100 grams edible portion per serving/viand	
4	Dessert/Fruit (selection of pastries, fruits in season and sweets from menu) Served per piece or cut in a saucer/small bowl	
5	One canned juice (selection of drinks from menu)	
6	Sample of 15 days Menu Cycle to be submitted as part of the Technical Proposal	
7	The winning bidder shall submit to PE for approval the menu cycle for at least fifteen days within the first week of each month.	
8	Functional water dispenser with purified drinking water, for every 30 pax with paper cups.	
9	Functional Electric Coffee Maker with at least 10-liter capacity	
10	Over flowing brewed coffee	
11	Set of condiments, such as but not limited to salt, pepper, soy sauce, fish sauce, hot sauce and ketchup.	
12	Dinner and table wares for participants <i>Note: The use of plastic plates, cups and straws, or any Styrofoam materials are prohibited.</i>	
13	Stainless Steel Chafing Dish and serving trays and Functional kitchen with tools and equipment	
14	Table set up for the serving area.	
15	Change of linen for the serving area, if applicable.	

Note: Items Number 8, 9, 10, and 11 must be available during the duration of the activity.

B. PERSONNEL/MANPOWER REQUIREMENT

	Role/Function	Minimum No.	Requirement	State here "Comply" or "Not Comply"
1	Project/Food Supervisor	1	With at least 1 year of relevant experience	
2	Waiter/Server	1	With health card certificate and relevant experience	
3	Chef/Cook	1	With Health card certificate, NC and relevant experience	
4	Kitchen Helper	1	Health Certificate	

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

LOCATION: Department of Education Regional Office Proper (DEPED ROP)

DURATION: Catering services as per calendar of activities.

Item No.	Description	Quantity	Total	Delivery Schedule
1	Breakfast	421		See attached Annex B
2	AM Snacks	4075		
3	Lunch	3783		
4	PM Snacks	2157		
5	Dinner	60		

Name and Signature of Bidder's Authorized Representative

ANNEX B

PROCUREMENT OF CATERING SERVICES FOR DEPED REGION OFFICE 1-REGIONAL OFFICE PROPER (ROP)

Venue: DepEd Regional Office Proper

Division	TITLE OF ACTIVITIES	General Description	Price	Start Date	End Date	Qty	Freq	Blast	AM Snacks	Lunch	PM Snacks	Dinner	TOTAL BID AMOUNT PER ACTIVITY
HRDD	2025 Year-End Performance Review, Evaluation, Performance Rewards and Development Planning for Regional Office Proper	AM Snacks, Lunch, PM Snacks	440.00	January 14, 2026	January 15, 2026	15	2		30	30	30	0	
HRDD	2025 Year-End Performance Review, Evaluation, Performance Rewards and Development Planning for Schools Division Office Top Management	AM Snacks, Lunch, PM Snacks	440.00	January 21, 2026	January 22, 2026	36	2		72	72	72	0	
HRDD	Office Learning Sessions	AM Snacks	90.00	February 3, 2026	February 3, 2026	30	1		30				
HRDD	Office Learning Sessions	AM Snacks	90.00	March 3, 2026	March 3, 2026	30	1		30				
HRDD	Office Learning Sessions	AM Snacks	90.00	April 7, 2026	April 7, 2026	30	1		30				
HRDD	Office Learning Sessions	AM Snacks	90.00	May 5, 2026	May 5, 2026	30	1		30				
HRDD	Office Learning Sessions	AM Snacks	90.00	June 6, 2026	June 6, 2026	30	1		30				
HRDD	Office Learning Sessions	AM Snacks	90.00	July 6, 2026	July 6, 2026	30	1		30				
HRDD	Internal Quality Audit Course	AM Snacks, Lunch, PM Snacks	440.00	February 11, 2026	February 13, 2026	50	3		150	150	150		
HRDD	Athletic Meet to Get Fit Program for Depled ROI Personnel(Year 4)	Breakfast	200.00	March 25, 2025	March 25, 2025	117	1	117					
		AM Snacks, Lunch & Pm snacks	440.00	March 25, 2025	March 25, 2025	120			120	120	120		
		Breakfast to Lunch	550.00	June 24, 2025	June 24, 2025	100	1	100	100	100			
HRDD	Learning Action Cell on Quality Management System Awareness	AM Snacks	90.00	February 16, 2026	February 16, 2026	30	1		30				
		AM Snacks	90.00	February 20, 2025	February 20, 2025	30	1		30				
		AM Snacks	90.00	February 21, 2025	February 21, 2025	30	1		30				
		AM Snacks	90.00	February 22, 2025	February 22, 2025	30	1		30				
HRDD	Celebration of National Womens Month WITH RGADC	Breakfast to Lunch	550.00	March 12, 2025	March 12, 2025	20	1	20	20	20			
		Breakfast to Lunch	550.00	March 13, 2025	March 13, 2025	60	1	60	60	60			
HRDD	New Hires Orientation	AM Snacks, Lunch, PM Snacks	440.00	No Date		15	1		15	15	15		
HRDD	2026 Mid-Year Performance review and assessment and Calibration of Targets for Regional Office Proper	AM Snacks, Lunch, PM Snacks	440.00	July 23, 2026	July 24, 2026	15	2		30	30	30		
HRDD	Risk Management Training Course	AM Snacks, Lunch, PM Snacks	440.00	No Date		15	1		15	15	15		
HRDD	2027 Performance Planning and Commitment for Regional Office Proper	AM Snacks, Lunch, PM Snacks	440.00	October 22, 2026	October 23, 2026	50	2		100	100	100		
HRDD		AM Snacks, Lunch, PM Snacks	440.00	November 12, 2026	November 13, 2026	15	2		30	30	30		

	Gawad Silang-Paper Evaluation	AM Snacks, Lunch, PM Snacks	440.00	September 16, 2026	September 18, 2026	10	3		30	30	30		
	Gawad Pedro Bukaneg	AM Snacks, Lunch, PM Snacks	440.00	November 5, 2026	November 5, 2026	15	1		15	15	15		
	Raise Your Voice@VowtoENDVAW	Am Snack to Lunch	350.00	November 25, 2026	November 25, 2026	70	1		70	70	15		
	Gawad Gregorio Del Pilar-Paper Evaluation	AM Snacks, Lunch, PM Snacks	440.00	November 5, 2026	November 5, 2026	15	1		15	15	15		
	Gawad Gregorio Del Pilar-External Interview	Breakfast, AM Snacks, Lunch, PM Snacks	640.00	November 19, 2026	November 19, 2026	8	1	8	8	8	8		
	Gawad Juan Luna-Nomination Process	Am Snack	90.00	September 29, 2026	September 29, 2026	10	1		10				
	Gawad Juan Luna-Paper Evaluation	AM Snacks, Lunch, PM Snacks	440.00	November 6, 2026	November 7, 2026	15	2		30	30	30		
	Gawad Juan Luna-Paper Evaluation	Breakfast to PM Snacks	640.00	November 20, 2026	November 21, 2026	8	2	16	16	16	16		
			350.00	January 26, 2026	January 26, 2026	31	1		31	31			
			350.00	February 16, 2026	February 16, 2026	31	1		31	31			
			350.00	March 4, 2026	March 4, 2026	31	1		31	31			
			350.00	April 6, 2026	April 6, 2026	31	1		31	31			
			350.00	May 4, 2026	May 4, 2026	31	1		31	31			
			350.00	June 8, 2026	June 8, 2026	31	1		31	31			
			350.00	July 6, 2026	July 6, 2026	31	1		31	31			
			350.00	August 10, 2026	August 10, 2026	31	1		31	31			
			350.00	September 7, 2026	September 7, 2026	31	1		31	31			
			350.00	October 12, 2026	October 12, 2026	31	1		31	31			
			350.00	November 9, 2026	November 9, 2026	31	1		31	31			
			350.00	December 7, 2026	December 7, 2026	31	1		31	31			
			350.00	January 27, 2026	January 27, 2026	10	1		10	10			
			350.00	February 24, 2026	February 24, 2026	10	1		10	10			
			350.00	March 31, 2026	March 31, 2026	10	1		10	10			
			350.00	April 28, 2026	April 28, 2026	10	1		10	10			
			350.00	May 26, 2026	May 26, 2026	10	1		10	10			
			350.00	June 30, 2026	June 30, 2026	10	1		10	10			
			350.00	July 28, 2026	July 28, 2026	10	1		10	10			
			350.00	August 25, 2026	August 25, 2026	10	1		10	10			
			350.00	September 29, 2026	September 29, 2026	10	1		10	10			
			350.00	October 27, 2026	October 27, 2026	10	1		10	10			
			350.00	November 24, 2026	November 24, 2026	10	1		10	10			
			350.00	December 15, 2026	December 15, 2026	10	1		10	10			
			440.00	February 27, 2026	February 27, 2026	23	1		23	23	23		23
ORD-PAU	CSM Focal Annual Meeting	AM Snacks, Lunch, PM Snacks	440.00	October 22, 2026	October 22, 2026	23	1		23	23	23		23
		AM Snacks, Lunch, PM Snacks	440.00	March 12, 2026	March 12, 2026	15	1		15	15	15		15
ORD-PAU	Meeting of Website Technical Working Group	AM Snacks, Lunch, PM Snacks	440.00	September 24, 2026	September 24, 2026	15	1		15	15	15		15

ORD-PAU	Press Conference	Breakfast to PM Snacks	640.00	January (no specific date yet)	25	1	25	25	25	25	25		
			640.00	April (no specific date yet)	25	1	25	25	25	25	25		
			640.00	June (no specific date yet)	25	1	25	25	25	25	25		
			640.00	December (no specific date yet)	25	1	25	25	25	25	25		
PPRD	Risk Management Team (RMT) Quarterly Meeting	AM Snacks, Lunch, PM Snacks	440.00	March 27, 2026	27	1	27	27	27	27			
			440.00	June 26, 2026	27	1	27	27	27	27			
			440.00	September 25, 2026	27	1	27	27	27	27			
			440.00	October 30, 2026	27	1	27	27	27	27			
PPRD	PRDC Meeting 1: Policy Assessment and Review (RO)	AM Snacks, Lunch, PM Snacks	440.00	May 20, 2026	25	1	25	25	25	25			
			440.00	September 16, 2026	25	1	25	25	25	25			
PPRD	PRDC Meeting 2: Policy Assessment and Review (RO)	AM Snacks, Lunch, PM Snacks	440.00	May 21, 2026	20	1	20	20	20	20			
			440.00	September 17, 2026	20	1	20	20	20	20			
PPRD	PRDC Meeting 1: Policy Assessment and Review (SDO)	AM Snacks, Lunch, PM Snacks	440.00	September 17, 2026	14	5	70	70	70	70			
			440.00	September 14, 2026	14	5	70	70	70	70			
PPRD	PRDC Meeting 2: Policy Assessment and Review (SDO)	AM Snacks, Lunch, PM Snacks	440.00	October 21, 2026	25	1	25	25	25	25			
			440.00	January 13, 2026	35	1	35	35	35	35			
PPRD	2026 National Statistic Month (Essay Writing Contest)	AM Snacks, Lunch, PM Snacks	440.00	July 23, 2026	35	1	35	35	35	35			
			440.00	August 4, 2026	10	1					10		
QAD	Meeting in the Preparation for Mid-Year PIR for SDOs	Dinner	260.00	August 4, 2026	10	1					10		
			700.00	August 5, 2026	50	1	50	50	50	50	50		
QAD	Second Year Surveillance Audit	AM Snacks, Lunch, PM Snacks, Dinner	440.00	April 15, 2026	40	1	40	40	40	40			
			440.00	September 30, 2026	40	1	40	40	40	40			
			440.00	November 10, 2026	40	1	40	40	40	40			
			350.00	March 13, 2026	28	1	28	28	28	28			
ESSD	Quarterly Meeting with Quality workplace Team	AM Snacks, Lunch	350.00	June 5, 2026	28	1	28	28	28	28			
			350.00	September 10, 2026	28	1	28	28	28	28			
			350.00	December 1, 2026	28	1	28	28	28	28			
			350.00	November 23, 2026	10	1	10	10	10	10			
ESSD	Search for the Best Quality Workplace Implementer	AM Snack to PM Snack	440.00	December 7, 2026	17	1	17	17	17	17			
			440.00	December 11, 2026	32	1	32	32	32	32			
CLMD	2026 Science and Technology Fair-Paper Evaluation	AM Snack to PM Snack	350.00	February 10, 2026	25	1	25	25	25	25			
			350.00	April 7, 2026	25	1	25	25	25	25			
CLMD	Orientation Meeting with NSF Finalists	AM Snack to PM Snack	350.00	July 2, 2026	25	1	25	25	25	25			
			350.00	November 6, 2026	25	1	25	25	25	25			
			440.00	March 10, 2026	35	1	35	35	35	35			
			440.00	June 4, 2026	35	1	35	35	35	35			
FTAD	Coordinating Meeting of Knowledge Management Team	AM Snack to Lunch	440.00	September 15, 2026	35	1	35	35	35	35			
			440.00	September 15, 2026	35	1	35	35	35	35			
			440.00	November 24, 2026	35	1	35	35	35	35			
			440.00	November 24, 2026	35	1	35	35	35	35			
FTAD	SBM/SGC Coordination meeting	AM Snack to PM Snack	440.00	September 15, 2026	35	1	35	35	35	35			
			440.00	November 24, 2026	35	1	35	35	35	35			

FIAD	TA Coordination Meeting with RFIAT/DFIAT	AM Snack to Lunch	350.00	March 17, 2026	March 17, 2026	28	1		28	28			
			350.00	May 7, 2026	May 7, 2026	28	1		28	28			
			350.00	August 12, 2026	August 12, 2026	28	1		28	28			
FIAD	RITEAC Coordination Meeting	AM Snack to PM Snack	440.00	October 26, 2026	October 26, 2026	26	1		26	26			
			440.00	March 3, 2026	March 3, 2026	26	1		26	26			
			440.00	June 11, 2026	June 11, 2026	26	1		26	26			
FD	Orientation on the Preparation of 2027 Budget Proposal for DepEd RO Personnel	Am Snack to PM Snacks	440.00	September 3, 2026	September 3, 2026	26	1		26	26			
			440.00	December 2, 2026	December 2, 2026	26	1		26	26			
			440.00	February 9, 2026	February 9, 2026	41	1		41	41			
FD	DepEd-COA Exit Conference	Lunch to PM Snack	350.00	February 13, 2026	February 13, 2026	29	1		29	29			
FD	DepEd-COA Entrance Conference	Lunch to PM Snack	350.00	June 15, 2026	June 15, 2026	29	1		29	29			
ADMIN	54th Founding Anniversary of DepEd Regional Office- Core Teams	AM Snack to Lunch	350.00	May 8, 2026	May 8, 2026	20	1		20	20			
ADMIN	54th Founding Anniversary of DepEd Regional Office- Core Teams	AM Snack to Lunch	350.00	June 5, 2026	June 5, 2026	20	1		20	20			
ADMIN	54th Founding Anniversary of DepEd Regional Office- Core Teams	AM Snack to PM Snack	440.00	September 9, 2026	September 9, 2026	45	1		45	45			
ADMIN	54th Founding Anniversary of DepEd Regional Office- Kick off Activity	AM Snack to Lunch	350.00	September 24, 2026	September 24, 2026	80	1		80	80			
ADMIN	Actual Physical Inventory 2026	AM Snack to PM Snack	440.00	September 1, 2026	September 1, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 3, 2026	September 3, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 7, 2026	September 7, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 9, 2026	September 9, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 11, 2026	September 11, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 15, 2026	September 15, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 17, 2026	September 17, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 18, 2026	September 18, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 21, 2026	September 21, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 23, 2026	September 23, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 25, 2026	September 25, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 28, 2026	September 28, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	September 30, 2026	September 30, 2026	10	1		10	10			
		AM Snack to PM Snack	440.00	October 2, 2026	October 2, 2026	10	1		10	10			
AM Snack to PM Snack	440.00	October 6, 2026	October 6, 2026	10	1		10	10					
AM Snack to PM Snack	440.00	October 8, 2026	October 8, 2026	10	1		10	10					
AM Snack to PM Snack	440.00	October 13, 2026	October 13, 2026	10	1		10	10					
AM Snack to PM Snack	440.00	October 15, 2026	October 15, 2026	10	1		10	10					
AM Snack to PM Snack	440.00	October 20, 2026	October 20, 2026	10	1		10	10					
AM Snack to PM Snack	440.00	October 27, 2026	October 29, 2026	10	3		30	30					

ADMIN	HRMPSB Meetings	AM Snack to PM Snack	440.00	March 12, 2026	March 12, 2026	12	1	12	12	12		
			440.00	June 11, 2026	June 11, 2026	12	1	12	12	12		
			440.00	September 11, 2026	September 11, 2026	12	1	12	12	12		
			440.00	November 6, 2026	November 6, 2026	12	1	12	12	12		
			440.00	December 4, 2026	December 4, 2026	12	1	12	12	12		
	Coordination Meeting with Functional Divisions on Administrative Division Concerns	AM Snacks, Lunch, Pm Snacks	440.00	November (no specific date yet)		45	1	45	45	45		
	BAC Meetings	AM Snacks	90.00	January 1, 2026	December 31, 2026	40	12	480				
	BAC Meetings	Lunch	250.00	January 1, 2026	December 31, 2026	40	11		440			
								421	4075	3783	2157	60

Conforme:

Name and Signature of Bidder's Authorized Representative