SCHEDULE OF REQUIREMENTS

Annex B: Procurement of Catering Service 2027 NEAP-R1

Bid Reference No. 2026-10-23

PROCUREMENT OF CATERING SERVICES 2027 FOR NEAP-R1

ITEM		End-User	Venue	General Description	Start Date	End Date	Qty	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
1	Moral Recovery Program: Empowering Personnel for Quality Public Service	HRDD	NEAP	Dinner	May 5,2027	May 6,2027	35					70
				Breakfast	May 6,2027	May 7,2027	35	70				
				AM Snacks, Lunch, PM Snacks	May 5,2027	May 7,2027	50		150	150	150	
2	Gender Sensitivity Training (GST) for New Member of GFPS of Schools	HRDD	NEAP	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner	March 17,2027	March 19,2027	100	300	300	300	300	300
3	2027 DepEd Region I Scholars' Summit	HRDD	NEAP	AM Snack, Lunch,PM Snacks	March 30,2027		150		150	150	150	
4	Review and Enhancement of R an R Manual	HRDD	NEAP	AM Snack, Lunch,PM Snacks	July 7,2027	July 8,2027	30		60	60	60	
5	Gawad Lam-Ang Paper Evaluation	HRDD	NEAP	Breakfast	August 19,2027	August 20,2027	20	40				

				AM Snacks,Lunch,PM Snacks	August 18,2027	August 20,2027	30		90	90	90	
				Dinner	August 18,2027	August 19,2027	20					40
6	**"Salamat, Mabuhay mga Retirees ng DepED ROI"**	**HRDD**	NEAP	AM Snacks, Lunch	September 9,2027		100		100	100		
7	**Araw ng Parangal for DepED Regional Office I Service Excellence Awardees**	**HRDD**	NEAP	AM Snacks, Lunch	September 23,2027		75		75	75		
8	**Araw ng Parangal for the Search for Gawad Silang**	**HRDD**	NEAP	AM Snack, Lunch,PM Snacks	October 11,2027		100		100	100	100	
9	**Araw ng Parangal for DepEd Outstanding Personnel**	**HRDD**	NEAP	AM Snack, Lunch,PM Snacks	October 11,2027		200		200	200	200	
10	**Promoting Quality and Holistic Well-Being for overall Job Satisfaction**	**HRDD**	NEAP	AM Snacks,Lunch, PM Snacks	December 14,2027		160		160	160	160	
11	**Gawad lam-ang Interview (NEAP) Commemorative Activities (Buwan ng Wika, Kasaysayan, ASEAN, at IPED**	**HRDD** **CLMD**	NEAP NEAP	Breakfast, AM Snacks, Lunch, PM Snacks AM Snack, Lunch,PM Snacks	September 6, 2027 August 28,2027	September 9, 2027	8 150	32	32 150	32 150	32 150	

12	**Regional Science and Technology Fair**	**CLMD**	NEAP	AM Snacks,Lunch, PM Snacks	Dec. 3, 2027	Dec. 4,2027	**75**		**150**	**150**	**150**	
13	**Year-End program Implementation Review and Performance Assessment for RO**	**QAD**	NEAP	AM Snack, Lunch,PM Snacks	February 2027		**20**		**20**	**20**	**20**	
14	**Inter-Region Internal Audit 2027**	**QAD**	NEAP	Lunch, PM Snacks, Dinner (Day 1)	June 2027		10			10	10	**10**
				Breakfast,AM Snacks, Lunch, PM Snacks, Dinner (Day 2-4)	June 2027		**10**	**30**	**30**	**30**	**30**	**30**
				Breakfast,AM Snacks, Lunch, PM Snacks (Day 5)	June 2027		**10**	**10**	**10**	**10**	**10**	
15	**ISO 9001-2015 Recertification**	**QAD**	NEAP	AM Snacks, Lunch, PM Snacks (Day 1)	August 2027		**10**		**10**	**10**	**10**	
				AM Snacks, Lunch, PM Snacks (Day 2)	August 2027		**10**		**10**	**10**	**10**	
	Second Quarter Management Review Cum Mid-Year Program Implementation Review and	**QAD**	NEAP	AM Snacks,Lunch, PM Snacks	July 2027		**26**		**26**	**26**	**26**	

	Performance Assessment for RO											
	Journal Writing I 2027	**PPRD**	NEAP	Breakfast	July 13,2027	July 15,2027	**77**	**231**				
				AM Snacks, Lunch, PM Snacks	July 13,2027	July 15,2027	**90**		**270**	**270**	**270**	
				Dinner	July 13,2027	July 15,2027	**77**					**231**
				Breakfast	July 16,2027	July 16,2027	**77**	**77**				
				AM Snacks, Lunch, PM Snacks	July 16,2027	July 16,2027	**90**		**90**	**90**	**90**	
	Regional Training Workshop on the scale Up Implementation of the PMIS of the School Level	**PPRD**		Lunch, PM Snacks, (Day 1)	August 3,2027		**85**			**85**	**85**	
				Dinner (Day 1)			**68**					**68**
				Breakfast and Dinner	August 4,2027	August 5,2027	**68**	**136**				**136**
				AM Snacks, Lunch, PM Snacks	August 4,2027	August 6,2027	**85**		**255**	**255**	**255**	
				Breakfast	August 6,2027		**68**	**68**				

21	**Workshop of the Preparation of FY 2028 BED 2**	**PPRD**		AM Snack, Lunch,PM Snacks	November 4,2027		**25**		**25**	**25**	**25**	
	Orientation on Contextualizd TA Mechanism Processess and Systems (Batch 2)	**FTAD**	NEAP	AM Snacks, Lunch, PM Snacks	March 15,2027		**70**		**70**	**70**	**70**	
				Dinner			**70**					**70**
				Breakfast	March 16,2027		**70**	**70**				
				AM Snacks, Lunch, PM Snacks			**70**		**70**	**70**	**70**	
				Dinner			**70**					**70**
				Breakfast, AM Snacks, Lunch, PM Snacks	March 17,2027		**70**	**70**	**70**	**70**	**70**	
	TEI Convergence	**FTAD**	NEAP	AM Snack, Lunch,PM Snacks	September 2,2027		**180**		**180**	**180**	**180**	
	SBM/SGC Convergence	**FTAD**	NEAP	AM Snack, Lunch,PM Snacks	November 25,2027		**150**		**150**	**150**	**150**	
24	**1st Quarter Regional Coordination Meeting (RCM) of Region I**	**ESSD**	NEAP	Breakfast	March 17,2027		**21**	**21**				
				Dinner			**21**					**21**

	Engineers and Architects			AM Snacks, Lunch, PM Snacks			32		32	32	32	
				Breakfast	March 18,2027		21	21				
				Dinner			21					21
				AM Snacks, Lunch, PM Snacks			32		32	32	32	
				Breakfast	March 19,2027		21	21				
				AM Snacks, Lunch, PM Snacks			32		32	32	32	
25	**2nd Quarter Regional Coordination Meeting (RCM) of Region I Engineers and Architects**	**ESSD**	NEAP	Breakfast	June 16,2027		21	21				
				Dinner			21					21
				AM Snacks, Lunch, PM Snacks			32		32	32	32	
				Breakfast	JUNE 17,2027		21	21				
				Dinner			21					21
				AM Snacks, Lunch, PM Snacks			32		32	32	32	

				Breakfast	June 18,2027		21	21				
				AM Snacks, Lunch, PM Snacks			32		32	32	32	
26	**3rd Quarter Regional Coordination Meeting (RCM) of Region I Engineers and Architects**	**ESSD**	NEAP	Breakfast	June 16,2027		21	21				
				Dinner			21					21
				AM Snacks, Lunch, PM Snacks			32		32	32	32	
				Breakfast	JUNE 17,2027		21	21				
				Dinner			21					21
				AM Snacks, Lunch, PM Snacks			32		32	32	32	
				Breakfast	June 18,2027		21	21				
				AM Snacks, Lunch, PM Snacks			32		32	32	32	
27	**4th Quarter Regional Coordination Meeting (RCM) of Region I**	**ESSD**	NEAP	Breakfast	December 15,2027		21	21				
				Dinner			21					21

	Engineers and Architects			AM Snacks, Lunch, PM Snacks			**32**		**32**	**32**	**32**	
				Breakfast	December 16,2027		**21**	**21**				
				Dinner			**21**					**21**
				AM Snacks, Lunch, PM Snacks			**32**		**32**	**32**	**32**	
				Breakfast	December 17,2027		**21**	**21**				
				AM Snacks, Lunch, PM Snacks			**32**		**32**	**32**	**32**	
28	**Conduct of Orientation on the Praparation of FY 2028 Budget Proposal for RO Personnel**	**FD**	NEAP	AM Snacks, Lunch, PM Snacks	February 9,2027		**41**		**41**	**41**	**41**	
29	**Conduct of Seminar on the Presentation of Fund Utilization Status, Budgetary nd Accounting Updates and Discussion of Financial Management Issues and Concerns and**	**FD**	NEAP	Breakfast and dinner	April 15,2027		**24**	**24**				**24**
				AM Snacks, Lunch, PM Snacks			**43**		**43**	**43**	**43**	
				Breakfast	April 16,2027		**24**	**24**				
				AM Snacks, Lunch, PM Snacks			**43**		**43**	**43**	**43**	

	Financial Accountability Reports											
30	**Conduct of Seminar on the Presentation of Fund Utilization Status, Budgetary nd Accounting Updates and Discussion of Financial Management Issues and Concerns and Financial Accountability Reports**	**FD**	NEAP	Breakfast and dinner	July 15,2027		**24**	**24**				**24**
				AM Snacks, Lunch, PM Snacks			**43**		**43**	**43**	**43**	
				Breakfast	July 16,2027		**24**	**24**				
				AM Snacks, Lunch, PM Snacks			**43**		**43**	**43**	**43**	
31	**Conduct of Seminar on the Presentation of Fund Utilization Status, Budgetary nd Accounting Updates and Discussion of Financial Management Issues and Concerns and Financial Accountability Reports**	**FD**	NEAP	Breakfast and dinner	October 14,2027		**24**	**24**				**24**
				AM Snacks, Lunch, PM Snacks			**43**		**43**	**43**	**43**	
				Breakfast	October 15,2027		**24**	**24**				
				AM Snacks, Lunch, PM Snacks			**43**		**43**	**43**	**43**	
32	**Conduct of Agency Performance Review- Annual APR**	**FD**	NEAP	Snacks	March 18,2027		**94**		**94**			

	Conduct of Agency Performance Review- Mid - Year APR			Snacks	September 17,2027		94		94			
33	**MANCOM Meeting**	**ORD-PAU**	NEAP	Breakfast	February 12,2027		38	38				
				AM Snacks, Lunch, PM Snacks			65		65	65	65	
				Breakfast	May 7,2027		38	38				
				AM Snacks, Lunch, PM Snacks			65		65	65	65	
				Breakfast	June 18,2027		38	38				
				AM Snacks, Lunch, PM Snacks			65		65	65	65	
				Breakfast	August 13,2027		38	38				
				AM Snacks, Lunch, PM Snacks			65		65	65	65	
				Breakfast	Setember 19,2027		38	38				
				AM Snacks, Lunch, PM Snacks			65		65	65	65	
				Breakfast	October 6,2027		38	38				

				AM Snacks, Lunch, PM Snacks			65		65	65	65	
34	**Capacity Building on Graphic designing and Article Writing**	**ORD-PAU**	NEAP	Dinner	February 16,2027		16					16
				Breakfast			16	16				
				AM Snacks, Lunch, PM Snacks			20		20	20	20	
				Dinner	February 17,2027		16					16
				Breakfast			16	16				
				AM Snacks, Lunch, PM Snacks			20		20	20	20	
				Dinner	February 18,2027		16					16
				Breakfast			16	16				
				AM Snacks, Lunch, PM Snacks	February 19,2027		20		20	20	20	
35	**Conduct of delivering Administrative Services at Source @ La Union**	**ADMIN**	NEAP	AM Snacks, Lunch, PM Snacks	February 12, 2027		53		53	53	53	
36	**Annual Physical Inventory FY 2027**	**ADMIN-AMS**	**NEAP**	AM Snacks, Lunch, PM Snacks	October 19,2027	October 21,2027	10		30	30	30	

37	**Conduct of the 55th Founding Anniversary of DepED-Regional Office I- DepEd Tribute to the Retirees**	**ADMIN**	NEAP	AM Snacks, Lunch, PM Snacks	September 23,2027		**182**		**182**	**182**	**182**	

SUMMARY OF MEALS AND SNACKS TO BE SERVED

Breakfast	1806
AM Snacks	4589
Lunch	4496
PM Snacks	4321
Dinner	1313

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