Republic of the Philippines
# Department of Education
**REGION III**
**SCHOOLS DIVISION OF BULACAN**

105

**26-11-054**

BIDS AND AWARDS COMMITTEE
(Goods & Services)
**Notice of Procurement Opportunity**
LEASE OF VENUE
P.R. No. 26-11-312

November 24, 2026

To: _____
_____
_____

1. The Schools Division of Bulacan through the Bids and Awards Committee for Good and Services, invites bidders to submit QUOTATION in a sealed proposal for the:

**PROJECT:** ORIENTATION ON THE 2026 DEPARTMENT OF EDUCATION RULES ON ADMINISTRATIVE CASES
**DATE:** DECEMBER 8-10, 2026
**Proponent:** ATTY. CORNELIO A. PACALA

| Item/Description | Quantity | Unit Cost | Total Cost/ABC |
|---|---|---|---|
| ***Lease of Venue w/ Meals and Accommodation***<br>**Requirements:**<br><br>**VENUE-**<br>-airconditioned conference hall with table & chairs that can accommodate the number of participants<br>-sound system w/ 4 microphone<br>-With LED Screen/with 2 projector w/ white screen<br>-fast internet connection<br><br>**MEALS**<br>-Breakfast, AM/PM Snacks, Lunch/Dinner (for Day 1)<br>- All with beverages<br>-Flowing coffee | **260 pax** | P 5,200.00 | **P 1,352,000.00 (x 3days)** |

26-11-054

| | | | |
|---|---|---|---|
| **ACCOMMODATION**<br>-Airconditioned room<br>-triple/quadruple sharing or double deck bed<br>-toiletries | | | |

2. Prospective bidders may submit sealed quotation to the BAC Secretariat (SDO-Procurement Unit) or through email (procurement@bulacandeped.com.ph) not later than November 27, 2026, together with the following documents:
   - Valid PhilGEPS Certificate (Platinum)/PhilGEPS Registration Number
   - Valid Mayor's/Business Permit
   - BIR Registration & Tax Clearance Certificate
   - Duly Accomplished RFQ Form and Signed Terms of Reference[1]

3. The submission of proposal (sealed or email) is not governed by the non-discretionary *"pass-fail"* criterion and bid proposal/quotation shall be evaluated in accordance with the Table Rating Factors for Lease of Venue under Section 35.9.3 (b)(III & IV) of the Implementing Rules and Regulations of RA 12009.

4. The DepED Schools Division of Bulacan reserves the right to accept or reject any bid and to reject all bids at any time prior to contract award, or to reduce the corresponding ABC and to award the contract to the bidder with the most advantageous offer, without incurring any liability to the affected bidder or bidders.

5. Payment shall be made upon completion of the project.

**MARIA CELINA L. VEGA, CESO VI**
Assistant Schools Division Superintendent
CHAIRPERSON-BAC-Goods and Services

[1] Annex A- Terms and Conditions

26-11-054

**Annex A**

*Terms & Conditions*

A. Approved Budget for the Contract

The Total ABC is **P 1,352,000.00** and shall be inclusive of all applicable taxes.

B. Mode of Procurement

The mode is *Negotiated Procurement -Lease of Venue with Meals and Accommodation*

C. Submission of Requirements

1. Quotations and other requirements stated below shall be addressed to the Bids and Awards Committee (BAC) Chairman c/o BAC Secretariat at DepEd Bulacan, Division Office, City of Malolos. If quotation is sealed, please indicate in the envelope the quotation number and name of bidder.
2. Eligibility Requirements:
    - Registration certificate from SEC/DTI/CDA
    - Mayor's Permit
    - TIN Certificate of Registration and Tax Clearance Certificate
    - PhilGEPS Registration

D. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

E. Award

The provider who submitted the lowest calculated responsive quotation and who passed post qualification conducted by the BAC & end –user prior to the event shall be awarded the contract. Evaluation and award shall be on a per package basis.

In case of tie of two or more Bidders whose bids are determined and declared as Lowest Calculated and Responsive Bids (LCRB) having been post-qualified, the method to be used to break the tie is "draw lots" which is non-discretionary and non-discriminatory. In case of non-appearance of one-party, it waives the right to participate in the drawing of lots but not in the acceptance of award if declared as winner.


**Address:** Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
**Website:** https://bulacandeped.com
**Email:** bulacan@deped.gov.ph

F. Conduct of Event

The conduct of the event shall be on the date specified in the Request for Quotation (RFQ). In case the event shall be moved by the end-user within the validity period (30 days) the service provider is responsible to accommodate the request. On the other hand, the service provider may reject the award if the new schedule is beyond the validity period.

G. Evaluation of Quotations

Quotation shall be compared and evaluated based on the following criteria:

1. Price Quotation
2. Compliance with the General Requirements and
3. Completeness of documents submitted during post qualification.

H. General Requirements

**A. VENUE AND ACCOMMODATION**

- The ideal venue is situated in any suitable venue within **Region III, NCR**
- The venue must be safe with building safety certificate, with a better and wider space suitable for organizational activities.
- With an air-conditioned function hall/room in ready seminar set-up
- With spacious and safe parking lot
- Double/triple air-conditioned rooms complete with toiletries

**B. FACILITIES**

The venue should have an air-conditioned function hall/room that can easily accommodate **260 participants**, with LED/LCD, projector and is equipped with sound system, microphones, rostrum, with a strong internet connection/Wi-Fi.

**C. CATERING SERVICES**

The provider shall provide meals for the **260** participants. The use of styro materials and plastic utensils in the preparation of meals and snacks is prohibited. Meals included are:

- Breakfast: one-course meal w/ egg
- AM/PM Snack: choice of sandwich, pasta, hot dish
- Lunch & Dinner: 3-course meal (variation of pork, chicken, vegetables) Dessert (fruits/salad)
- Water/coffee/juice

H.1 Provider shall be responsible for the goods/services/equipment which shall be supplied in accordance with the schedule and specifications of the RFQ or contract. Failure of the provider to comply with this provision shall be ground for cancellation of the award issued to the provider.

H.2 Failure to deliver the required goods/services/equipment within the time called for in the contract shall disqualify the provider from participating in DepEd –Bulacan future procurement activities. This is aligned with the strict accountability measures under Republic Act No. 12009 (New Government Procurement Act or NGPA).

H.3 All duties, excise and other taxes and revenue charges shall be paid by the provider.

H.4 All transactions are subject to the withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulations(s) of the BIR.

I. Payment

Upon completion of the event/ activity.

The DepEd – Bulacan Bids and Awards Committee reserves the right to accept or reject any bid, to annul the bidding process and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

J. Conforme

The provider who accepted the contract must ensure, *first and foremost*, the safety of the venue to the participants and shall have conducted a pre-event safety assessment of the venue. Further, the provider shall bear full accountability for any untoward incident.

**Provider's authorized representative's signature over printed name:**

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