



Date : _____
PR: 2025-02-036

ENGR. LOWELL L. LOZANO
BAC Chairperson

Procurement Project						Approved Budget for the Contract (ABC)		
Procurement for the Supply and Delivery of Meals and Snacks for the conduct of 2025 National Women's Month Celebration: Herstory: NIA Women's Forum on March 27, 2025 at NIA Training Center, Bayanan II, Calapan City, Oriental Mindoro						60,180.00		
Technical Specifications:								
Item Description						Compliance		Remarks
						YES	NO	
1	Procurement for the Supply and Delivery of Meals and Snacks for the conduct of 2025 National Women's Month Celebration: Herstory: NIA Women's Forum on March 27, 2025 at NIA Training Center, Bayanan II, Calapan City, Oriental Mindoro							
	I. AVAILABILITY							
	Date: March 27, 2025					[]	[]	
	II. LOCATION							
	a. NIA MIMAROPA Region, Bayanan II, Calapan City					[]	[]	
	III. MEALS and SNACKS							
	Inclusive Dates: March 27, 2025							
	i. AM SNACKS (102 pax) : packed					[]	[]	
	ii. LUNCH (102 pax) : packed					[]	[]	
						[]	[]	
	Note:							
	A. With provisions of the following every meal:							
	1. rice					[]	[]	
	2. at least 2-3 variants for lunch <i>(Variant of pork, beef, chicken, vegetables, fish, seafoods)</i>					[]	[]	
	3. dessert (fruits or sweets)					[]	[]	
	4. fresh fruit juice or canned juice					[]	[]	
	5. clean spoon, fork & table napkin/tissue					[]	[]	
	B. Packed Meals and Snacks							
	1. Variant of sandwich / pastries / Filipino delicacies					[]	[]	
2. Variant of lemonade juice / tea/ fresh fruit juice					[]	[]		
3. clean spoon, fork, table napkin					[]	[]		
C. Provision of free overflowing brewed coffee/hot choco					[]	[]		
D. Meals and Snacks to be delivered in NIA MIMAROPA Office					[]	[]		
nothing follows								
Items: inclusive of 1% Creditable tax & 5% Creditable VAT if VAT registered: 3% if NVAT								

CERTIFICATION
INTERNATIONAL

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation. '

OFFERED QUOTATION

ITEM	A	B	C	D	E	Subtotal
1	Offered rate(Php)	Maximum number of rooms	Maximum number of nights/days	Maximum number of pax	Maximum number of meals	For Accomodations: AxBxC ; For Meals: Ax Dx E
MEALS: BREAKFAST		n/a	n/a	n/a		
SNACKS: AM		n/a	n/a	102	1	
MEALS: LUNCH		n/a	n/a	102	1	
SNACKS: PM		n/a	n/a	n/a		
MEALS: DINNER		n/a	n/a	n/a		

TOTAL						-

TERMS AND CONDITIONS

- All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for all the items.
- Price quotation/s must be valid for a period of Sixty(60) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- All bids exceeding the Approved Budget for the Contract shall be automatically disqualified.
- Bid not addressing or providing price on the required items shall be considered as Not Available or Out of Stock. However specifying a zero(0) or
- Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:**
 - Mayor's Permit;
 - Copy of Philgeps Registration Number / Certificate.
- Award of contract shall be made to the lowest quotation which complies with the minimum specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- The Supplier shall be responsible for the sources of his/her product and shall make deliveries in accordance with schedule, quality and specifications of the award/purchase order.
- The NIA MIMAROPA REGIONAL OFFICE shall confirm the final number of participants at least two(2) days prior to the scheduled function date. This shall be the basis for the contract price.
- The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
- Any modifications in the room arrangements during contract implementation must be approved by the NIA MIMAROPA REGION. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing provided, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
- The charge for the additional persons shall be contained in an Amendment to Contract.
- The NIA MIMAROPA REGIONAL OFFICE shall have the right to inspect and/or to test the goods to confirm their conformity to the required specifications.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the good not delivered within the prescribed delivery period shall be imposed per day of delay. The NIA MIMAROPA REGION shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to othe courses of action and remedies open to it.
- The NIA MIMAROPA Regional Office as the Procuring Entity may use a non-discretionary and non-discriminatory measure based on a sheer luck or chance through "DRAW LOTS" to resolve the cases involving a tie among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) for the procurement of goods and infrastructure projects, or the Highest Rated and Responsive Bidder (HRRB) for the procurement of consulting services.

NOTE:

- Bid quotation may be submitted to the NIA MIMAROPA Regional Office, NIA Administrative Building, Second Floor, Bayanan II, Calapan City, Calapan City, Oriental Mindoro, **Fax No. 043-288-7267** or by email at **mimaropa@nia.gov.ph** and **niamimaropa.bac@gmail.com**
- If quotation will be submitted thru email, kindly compress the file thru .zip or .rar with encryption / password to maintain confidentiality. Kindly include your contact details at the body of the email so that the BAC Secretariat could verify the password upon opening of your submitted quotation. If there is no input password, your bid will not be considered.
- Please make a certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible manner.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s on the item/s at prices noted

Signature over Printer Name

Office Telephone No. / Mobile Telephone No.

Email address/es