



REQUEST FOR QUOTATION

(Name of Company) _____
Address: _____
Business Permit No. _____
TIN: _____

Date : _____
PR: **2025-03-04**

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure of Meals and Snacks for the **Conduct of Beyond Irrigation: Building Knowledge in Soil Management, Fertilization, and Pest Control for Optimal Rice Yields** dated April 15-16, 2025 in NIA MIMAROPA Region, Bayanan II, Calapan City.

The procurement for Lease of Venue and Accomodation and Meals and Snacks will be undertaken in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act. No. 9184. A copy of **your 2025 Business / Mayor's Permit** is also required to be submitted along with your quotation/proposal.

A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** will also be required to be submitted prior to award.

As such, you are invited to submit your established quotations/proposals duly signed by your or your authorized representative not later than **APRIL 8, 2024**, at exactly **5:00PM**, subject to the Terms and Conditions provided at the last page of this RFQ.

ENGR. LOWEL L. LOZANO
BAC Chairperson

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project			Approved Budget for the Contract (ABC)	
Procurement for Meals and Snacks for the Conduct of Beyond Irrigation: Building Knowledge in Soil Management, Fertilization, and Pest Control for Optimal Rice Yields dated April 15-16, 2025			101,620.00	
Technical Specifications:				
Item Description		Compliance		Remarks
		YES	NO	
1	<p>Procurement for Meals and Snacks for the Conduct of Beyond Irrigation: Building Knowledge in Soil Management, Fertilization, and Pest Control for Optimal Rice Yields dated April 15-16, 2025</p> <p>I. AVAILABILITY Dated: April 15-16, 2025</p> <p>II. LOCATION a. NIA MIMAROPA Training Center, Bayanan II, Calapan City</p> <p>III. MEALS and SNACKS April 15, 2025 i. AM SNACKS (42 pax) - BUFFET ii. LUNCH (42 pax) - BUFFET iii. PM SNACKS (42 pax) - BUFFET iv. DINNER (42 pax) - PACKED</p> <p>April 16, 2025 i. BREAKFAST (10 pax) - PACKED ii. AM SNACKS (42 pax) - BUFFET iii. LUNCH (42 pax) - BUFFET iv. PM SNACKS (42 pax) - BUFFET v. DINNER (42 pax) - PACKED</p> <p><u>Note:</u> A. With provisions every packed meal with drinks: a.1. Breakfast and dinner of the activity: to be packed per person a.2. Assisted Buffet (AM & PM Snacks, Lunch) 1. rice for breakfast, lunch, and dinner 2. at least 3 viands per meal 3. dessert 4. bottled water 5. clean spoon, fork & table napkin/tissue B. Snacks with drinks 1. sandwich/Filipino delicacies/pasta with side dish 2. iced tea / fresh fruit juice/bottled water 3. clean spoon, fork & table napkin/tissue C. Overflowing coffee with additional hot choco and mixed nuts: free of charge ****nothing follows****</p>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></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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 Accommodation: AxDxE For Meals: AxDxE
MEALS: BREAKFAST		n/a	n/a	10	1	
SNACKS: AM		n/a	n/a	84	1	
MEALS: LUNCH		n/a	n/a	84	1	
SNACKS: PM		n/a	n/a	84	1	
MEALS: DINNER		n/a	n/a	84	1	

TOTAL						-

TERMS AND CONDITIONS

1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.

2. Bidders shall quote for all the items.

3. Price quotation/s must be valid for a period of Thirty(30) calendar days from the date of submission.

4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

5. All bids exceeding the Approved Budget for the Contract shall be automatically disqualified.

6. 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 a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity.

7. Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:

a.) Mayor's Permit (not expired);

b.) Copy of Philgeps Registration Number / Certificate.

8. Award of contract shall be made to the lowest quotation which complies with the minimum specifications and other terms and conditions stated herein.

9. 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.

10. 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.

11. The NIA MIMAROPA REGION 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.

12. 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.

13. 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.

14. The charge for the additional persons shall be contained in an Amendment to Contract.

15. The NIA MIMAROPA REGION shall have the right to inspect and/or to test the goods to confirm their conformity to the required specifications.

16. 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 other courses of action and remedies open to it.

17. Delivery period is on April 15 to 16, 2025 .

18. 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.

TERMS OF PAYMENT:

The winning bidder / supplier shall be paid thru cheque the contract amount in full within 30 calendar days upon delivery and acceptance of the item/s by the NIA MIMAROPA Regional Office subject to deduction of applicable taxes.

NOTE:

1. Bid quotation may be submitted to the NIA MIMAROPA Regional Office, NIA Administrative Building, Second Floor, Bayanan II, Calapan City, Oriental Mindoro, Fax No. 043-288-7267 or by email at mimaropa@nia.gov.ph and niamimaropa.bac@gmail.com

2. 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.

3. 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 above.

Signature over Printer Name

Office Telephone No. / Mobile Telephone

Email address/es

Brgy. Bayanan II, Calapan City, Oriental Mindoro, Philippines
Telefax No. : (043) 288-7267
Email: r4b@nia.gov.ph • Website: www.region4b.nia.gov.ph • TIN: 000-916-415-166



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