



REQUEST FOR QUOTATION

PR: 2025-01-010  
Date: \_\_\_\_\_

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

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure for the Lease of Venue, with Meals and Snacks, and Accommodation for the activity for Re-Echo Training on Financial Management for NIA MIMAROPA Institutional Development Program (IDP) Implementers on February 3-7, 2025 in the 2nd District of Oriental Mindoro.

The procurement for Lease of Venue and Accommodation 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 and PhilGEPS Registration Number / Certificate are also required to be submitted along with your quotation /proposal.

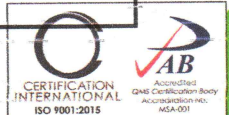
A notarized Omnibus Sworn Statement (GPPB-prescribed form) and copy of Income / Business Tax Return will also be required to be submitted prior to award.

As such, you are invited to submit your established quotations/proposals duly signed by your or your authorized representative not later than JANUARY 14, 2025, at exactly 5:00PM, subject to the Terms and Conditions provided at the last page of this RFO.

ENGR. LOWELL 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 the Lease of Venue, with Meals and Snacks, and Accommodation for the activity for Re-Echo Training on Financial Management for NIA MIMAROPA Institutional Development Program (IDP) Implementers on February 3-7, 2025 in the 2nd District of Oriental Mindoro		686,790.00	
Technical Specifications:		Compliance	
Item Description		YES	NO
1 Lease of Venue, with Meals and Snacks, and Accommodation for the activity for Re-Echo Training on Financial Management for NIA MIMAROPA Institutional Development Program (IDP) Implementers on February 3-7, 2025 in the 2nd District of Oriental Mindoro.			
I. AVAILABILITY			
a. February 3-7, 2025		[ ]	[ ]
II. LOCATION AND SITE CONDITION			
a. 2nd District Oriental Mindoro		[ ]	[ ]
-Free parking space reserved within or near venue-		[ ]	[ ]
III. MEALS and SNACKS			
- (tru assisted buffet )		[ ]	[ ]
Inclusive Dates: February 3-7, 2025		[ ]	[ ]
February 3, 2025			
i. LUNCH (53 pax) : assisted buffet		[ ]	[ ]
ii. PM SNACKS (53 pax) : assisted buffet		[ ]	[ ]
iii. DINNER (53 pax) : assisted buffet		[ ]	[ ]
February 4 to 6, 2025			
i. BREAKFAST (51 pax) : assisted buffet		[ ]	[ ]
ii. AM SNACKS (51 pax) : assisted buffet		[ ]	[ ]
iii. LUNCH (51 pax) : assisted buffet		[ ]	[ ]
iv. PM SNACKS (51 pax) : assisted buffet		[ ]	[ ]
v. DINNER (51 pax) : assisted buffet		[ ]	[ ]
February 7, 2025			
i. BREAKFAST (51 pax) : assisted buffet		[ ]	[ ]
ii. AM SNACKS (51 pax) : assisted buffet		[ ]	[ ]
iii. LUNCH (51 pax) : assisted buffet		[ ]	[ ]
iv. PM SNACKS (51 pax) : assisted buffet		[ ]	[ ]
Provisions of the following for buffet:			
1. Soup/Appetizer		[ ]	[ ]
2. Main Course (at least 2-3 variants: meat, fish, chicken & vegetables)		[ ]	[ ]
3. Rice		[ ]	[ ]
4. Dessert		[ ]	[ ]
-Drinks: water/juice in every meal		[ ]	[ ]
-Provision of freely flowing coffee (no additional charge)		[ ]	[ ]





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<b>IV. ROOM ACCOMMODATION</b>	[ ]	[ ]
<b>Technical Specifications:</b>		
<b>iv. 1. Availability</b>		
a. February 3 - 6, 2025	[ ]	[ ]
<b>iv. 2. Location</b>		
a. Location must be at the activity site	[ ]	[ ]
<b>iv. 3. Room Assignment</b>		
a. Can accommodate 53 participants	[ ]	[ ]
from different Offices of NIA MIMAROPA	[ ]	[ ]
<b>iv. 4. Facilities</b>		
a. With bath towels/toiletries	[ ]	[ ]
b. Continuous water supply & accessible comfort rooms	[ ]	[ ]
c. Accessible emergency exit and alarm	[ ]	[ ]
d. Airconditioned rooms	[ ]	[ ]
e. With internet connection/wifi access	[ ]	[ ]
f. Standby generator set in case of brownout	[ ]	[ ]
<b>V. FUNCTION ROOM / ACTIVITY VENUE</b>		
<b>v.1. Inclusive Dates: February 3-7, 2025</b>	[ ]	[ ]
<b>Specifications:</b>	[ ]	[ ]
-Available one (1) Function Room from February 3, 2025 until February 7, 2025	[ ]	[ ]
- can accommodate number of participants as stated	[ ]	[ ]
- with tables and chairs	[ ]	[ ]
- airconditioned function room or if in alfresco with ready electric fans	[ ]	[ ]
- with internet connection/wifi access	[ ]	[ ]
- with ready sound system with microphone, projector	[ ]	[ ]
- standby generator set in case of brownout	[ ]	[ ]
<b>VI. Free Services and Facilities</b>		
a. Janitorial and Security	[ ]	[ ]
b. Airconditioning	[ ]	[ ]
d. Repair and Maintenance	[ ]	[ ]
e. Water and light consumption	[ ]	[ ]
f. Secured parking space	[ ]	[ ]
g. With assists in buffet during meals and snacks	[ ]	[ ]
***nothing follows***		
Items: inclusive of 1% Creditable tax &		
5% Creditable VAT if VAT registered; 3% if NVAT		





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 Accommodations: AxByC; For Meals: AxDxE
MEALS: BREAKFAST (Asst. Buffet)		n/a	n/a	204	1	
SNACKS : AM (Asst. Buffet)		n/a	n/a	204	1	
MEALS: LUNCH (Asst. Buffet)		n/a	n/a	257	1	
SNACKS : PM (Asst. Buffet)		n/a	n/a	257	1	
MEALS: DINNER (Asst. Buffet)		n/a	n/a	206	1	
Room Accommodation: to accommodate the number of participants			4N	min. of 51, max. of 53	n/a	
Venue:		1	5		n/a	
***nothing follows***						
TOTAL						

<div>TERMS AND CONDITIONS</div> <div><div><div>1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.</div><div>2. Bidders shall quote for all the items.</div><div>3. Price quotation/s must be valid for a period of Thirty(30) calendar days from the date of submission.</div><div>4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.</div><div>5. All bids exceeding the Approved Budget for the Contract shall be automatically disqualified.</div><div>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</div><div>7. Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:<div><div>a.) Mayor's Permit ;</div><div>b.) Copy of Philgeps Registration Number / Certificate.</div></div></div><div>8. Award of contract shall be made to the lowest quotation which complies with the minimum specifications and other terms and conditions stated herein.</div><div>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.</div><div>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.</div><div>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</div><div>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</div><div>13. Any modifications in the room arrangements during contract implementation must be approved by the NIA MIMAROPA REGION. The rate of each new</div><div>14. The charge for the additional persons shall be contained in an Amendment to Contract.</div><div>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.</div><div>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 othe courses of action and remedies open to it.</div><div>17. 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.</div></div><div><div>NOTE:</div><div><div>1. Bid quotation may be submitted to the NIA MIMAROPA Regional Office, NIA Administrative Building, Second Floor, Bayanan II, Calapan City, Oriental Calapan City, Oriental Mindoro, Fax No. 043-288-7267 or by email at <a href="mailto:mimaropa@nia.gov.ph">mimaropa@nia.gov.ph</a> and <a href="mailto:niamimaropa.bac@gmail.com">niamimaropa.bac@gmail.com</a></div><div>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.</div><div>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.</div></div></div></div>
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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 No.
Email address/es