



REQUEST FOR QUOTATION

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

Date : _____
PR: **2025-01-021**

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure for the conduct of **FY 2025 NIA MIMAROPA Strategic Planning and Workshop dated January 28-29, 2025 in NIA MIMAROPA Region, Bayanan II, Calapan City.**

The procurement for Meals and Accommodation 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.

As such, you are invited to submit your established quotations/proposals duly signed by your duly authorized representative not later than **JANUARY 24, 2025** , at exactly **9:00 AM**, subject to the terms and Conditions provided at the last page of this RFQ.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers stated above.

ENGR. LOWELL 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 the Supply and Delivery of Meals and Snacks for the conduct of FY 2025 NIA MIMAROPA Strategic Planning and Workshop dated January 28-29, 2025 in NIA MIMAROPA Region, Bayanan II, Calapan City.			105,350.00	
Technical Specifications:				
		Compliance		Remarks
Item Description		YES	NO	
1	<p>Supply and Delivery of Meals and Snacks for the conduct of FY 2025 NIA MIMAROPA Strategic Planning and Workshop</p> <p>I. AVAILABILITY Dated: a. January 27-30, 2025</p> <p>II. LOCATION a. NIA MIMAROPA Region, Bayanan II, Calapan City</p> <p>III. MEALS and SNACKS January 27, 2025 iv. DINNER (14 pax) :packed</p> <p>January 28, 2025 i. BREAKFAST (14 pax) :packed ii. AM SNACKS (35 pax) :buffet iii. LUNCH (35 pax) :buffet iv. PM SNACKS (35 pax) :buffet v. DINNER (35 pax) :packed</p> <p>January 29, 2025 i. BREAKFAST (14 pax) :packed ii. AM SNACKS (35 pax) :buffet iii. LUNCH (35 pax) :buffet iv. PM SNACKS (35 pax) :buffet v. DINNER (35 pax) :packed</p> <p>January 30, 2025 i. BREAKFAST (14 pax) :packed ii. AM SNACKS (35 pax) :packed</p> <p><u>Note:</u> A. With provisions for assisted buffet and every packed meal with drinks: 1. rice for lunch/dinner 2. at least 3 viands per meal (pork, beef, chicken, vegetables) 3. dessert (fresh fruits / salad / jelly) 5. bottled water</p> <p>B. Snacks with drinks 1. sandwich with side dish/ Filipino delicacies 2. lemonade juice / tea/ fresh fruit juice</p> <p>C. Overflowing coffee with additional hot choco and mixed nuts: free of charge ****nothing follows***</p>			
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 Accomodations: AxBxC ; For Meals: AxDxE
MEALS: BREAKFAST		n/a	n/a	42	1	
SNACKS: AM		n/a	n/a	105	1	
MEALS: LUNCH		n/a	n/a	70	1	
SNACKS: PM		n/a	n/a	70	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. Award of contract shall be made to the lowest quotation which complies with the minimum specifications and other terms and conditions stated herein.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. The charge for the additional persons shall be contained in an Amendment to Contract.
14. The NIA MIMAROPA REGION shall have the right to inspect and/or to test the goods to confirm their conformity to the required specifications.
15. 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.
16. 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.
17. Delivery period is within _____working days upon the receipt of approved Purchase Order .

TERMS OF PAYMENT:

The winning bidder / supplier shall be paid tru 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 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 No.

Email address/es