



REQUEST FOR QUOTATION

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

Date : _____
PR: 2025-04-070

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure **Procurement for Meals and Snacks for the conduct of 1st Quarter Supervision, Monitoring, Evaluation and Support (SMES) for Institutional Development Program (IDP) Implementation at NIA MIMAROPA Training Center, 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 APRIL 15, 2025, at exactly 12:00PM, subject to the terms and Conditions provided at the last page of this RFQ.


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 Meals and Snacks for the conduct of 1st Quarter Supervision, Monitoring, Evaluation and Support (SMES) for Institutional Development Program (IDP) Implementation at NIA MIMAROPA Training Center, Bayanan II, Calapan City | | | 81,640.00 | |
| Technical Specifications: | | | | |
| Item Description | | Compliance | | Remarks |
| | | YES | NO | |
| 1 | Procurement for Meals and Snacks for the conduct of 1st Quarter Supervision, Monitoring, Evaluation and Support (SMES) for Institutional Development Program (IDP) Implementation | | | |
| | I. AVAILABILITY | | | |
| | Dated: April 21-23, 2025 | [] | [] | |
| | II. LOCATION | | | |
| | a. NIA MIMAROPA Training Center, Bayanan II, Calapan City | [] | [] | |
| | III. MEALS and SNACKS | | | |
| | APRIL 21, 2025 | | | |
| | i. AM SNACKS (26 pax) - PACKED | [] | [] | |
| | ii.. LUNCH (26 pax) - PACKED | [] | [] | |
| | iii. PM SNACKS (26 pax) - PACKED | [] | [] | |
| | iv. DINNER (26 pax) - PACKED | [] | [] | |
| | APRIL 22, 2025 | | | |
| | i. AM SNACKS (26 pax) - PACKED | [] | [] | |
| | ii.. LUNCH (26 pax) - PACKED | [] | [] | |
| | iii. PM SNACKS (26 pax) - PACKED | [] | [] | |
| | iv. DINNER (26 pax) - PACKED | [] | [] | |
| | APRIL 23, 2025 | | | |
| | i. AM SNACKS (26 pax) - PACKED | [] | [] | |
| | ii.. LUNCH (26 pax) - PACKED | [] | [] | |
| | iii. PM SNACKS (26 pax) - PACKED | [] | [] | |
| | Note: | | | |
| | A. With provisions every packed meal with drinks: | | | |
| | 1. rice | [] | [] | |
| | 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/pasta with side dish | [] | [] | |
| | 2. iced tea / fresh fruit juice | [] | [] | |
| | 3. clean spoon, fork & table napkin/tissue | [] | [] | |
| | C. Overflowing coffee and mixed nuts: free of charge | [] | [] | |
| | ****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 Accomodations: AxBxC ; For Meals: Ax Dx E |
| SNACKS: AM | | n/a | n/a | 78 | 1 | |
| MEALS: LUNCH | | n/a | n/a | 78 | 1 | |
| SNACKS: PM | | n/a | n/a | 78 | 1 | |
| MEALS: DINNER | | n/a | n/a | 52 | 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 within _____ working days upon the receipt of approved Purchase Order .

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 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, 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

NIA-RO4B-AFD-ADM-INT-Form-57-Rev01