



REQUEST FOR QUOTATION

PR: 2025.06-095
Date: _____

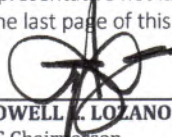
(Name of Company) _____
Address: _____
Business Permit No. _____
TIN: _____

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure Lease of Venue with Meals, Snacks and Room Accommodation for the conduct of FY 2025 NIA MIMAROPA's 2nd Quarter Performance Review of Physical and Financial Accomplishments.

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 JUNE 30, 2025, at exactly 5:00PM, subject to the Terms and Conditions provided at the last page of this RFQ.


ENGR. LOWELL A. 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, Snacks and Room Accommodation for the conduct of the FY 2025 NIA MIMAROPA's 2nd Quarter Performance Review of Physical and Financial Accomplishments on July 16 to 18, 2025 in the 1st District of Oriental Mindoro		365,550.00			
Technical Specifications:					
Item Description		Compliance		Remarks	
		YES	NO		
1	Procurement for the Lease of Venue with Meals, Snacks and Room Accommodation for the conduct of the FY 2025 NIA MIMAROPA's 2nd Quarter Performance Review of Physical and Financial Accomplishments				
	I. AVAILABILITY				
	a. July 16-18, 2025		[]	[]	
	II. LOCATION AND SITE CONDITION				
	a. 1st District of Oriental Mindoro		[]	[]	
	-Free parking space reserved within or near venue		[]	[]	
	III. MEALS and SNACKS (BUFFET)				
	III. Inclusive Dates: July 16-18, 2025		[]	[]	
	July 16, 2025		[]	[]	
	i. AM SNACKS (59 pax)		[]	[]	
	ii. LUNCH (59 pax)		[]	[]	
	ii. PM SNACKS (59 pax)		[]	[]	
	iii. DINNER (59 pax)		[]	[]	
	July 17, 2025		[]	[]	
	i. BREAKFAST (59 pax)		[]	[]	
	ii. AM SNACKS (59 pax)		[]	[]	
	iii. LUNCH (59 pax)		[]	[]	
	iv. PM SNACKS (59 pax)				
	v. DINNER (59 pax)		[]	[]	
	July 18, 2025		[]	[]	
	i. BREAKFAST (59 pax)		[]	[]	
	ii. AM SNACKS (59 pax)		[]	[]	
	iii. LUNCH (59 pax)		[]	[]	





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Provisions of the following for buffet:	<input type="checkbox"/>	<input type="checkbox"/>
1. Soup/Appetizer	<input type="checkbox"/>	<input type="checkbox"/>
2. 2. Main Course (at least 3 variants: meat, fish, chicken& vegetables)	<input type="checkbox"/>	<input type="checkbox"/>
3. Rice	<input type="checkbox"/>	<input type="checkbox"/>
4. Dessert	<input type="checkbox"/>	<input type="checkbox"/>
•Drinks: water/juice in every meal		
•Provision of freely flowing coffee (no additional charge)	<input type="checkbox"/>	<input type="checkbox"/>
•Assisted buffet	<input type="checkbox"/>	<input type="checkbox"/>
IV. ROOM ACCOMMODATION	<input type="checkbox"/>	<input type="checkbox"/>
Technical Specifications:	<input type="checkbox"/>	<input type="checkbox"/>
iv.1. Availability	<input type="checkbox"/>	<input type="checkbox"/>
a. July 16-18, 2025	<input type="checkbox"/>	<input type="checkbox"/>
iv.2. Location	<input type="checkbox"/>	<input type="checkbox"/>
a. Location must be at the activity site	<input type="checkbox"/>	<input type="checkbox"/>
iv.3. Room Assignment	<input type="checkbox"/>	<input type="checkbox"/>
a. Rooms to accommodate 59 participants from different Implementing Offices		
iv.4. Facilities		
a. With bath towels/toiletries	<input type="checkbox"/>	<input type="checkbox"/>
b. Continuous water supply & accessible comfort rooms	<input type="checkbox"/>	<input type="checkbox"/>
c. Accessible emergency exit and alarm		
d. Airconditioned rooms	<input type="checkbox"/>	<input type="checkbox"/>
e. With internet connection/wifi access		
f. standby generator set in case of brownout	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
V. FUNCTION ROOM / ACTIVITY VENUE		
v.1. Inclusive Dates: July 16 - 18, 2025		
Specifications:	<input type="checkbox"/>	<input type="checkbox"/>
Function room	<input type="checkbox"/>	<input type="checkbox"/>
-One (1) function room available from July 16-18 , 2025	<input type="checkbox"/>	<input type="checkbox"/>
- can accommodate number of participants as stated	<input type="checkbox"/>	<input type="checkbox"/>
- with tables and chairs	<input type="checkbox"/>	<input type="checkbox"/>
- airconditioned function room	<input type="checkbox"/>	<input type="checkbox"/>
- with internet connection/wifi access		
- with ready sound system with microphone, projector		
- standby generator set in case of brownout		
VI. Free Services and Facilities	<input type="checkbox"/>	<input type="checkbox"/>
a. Janitorial and Security	<input type="checkbox"/>	<input type="checkbox"/>
b. Airconditioning	<input type="checkbox"/>	<input type="checkbox"/>
d. Repair and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
e. Water and light consumption	<input type="checkbox"/>	<input type="checkbox"/>
f. Secured parking space	<input type="checkbox"/>	<input type="checkbox"/>
g. With assists in buffet during meals and snacks	<input type="checkbox"/>	<input type="checkbox"/>
nothing follows	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



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 Meals: AxDxE
MEALS: BREAKFAST NCH (Buffet)		n/a	n/a	118	1	
SNACKS (Buffet) : AM		n/a	n/a	177	1	
MEALS: LUNCH (Buffet)		n/a	n/a	177	1	
SNACKS (Buffet): PM		n/a	n/a	118	1	
MEALS: DINNER (Buffet)		n/a	n/a	118	1	
Room Accommodation:		18	2	59	N/A	
-6 double/twin room 12 sharing room for 4						
Venue:		1	2	59	N/A	
nothing follows						
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)

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

12. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for

13. Any modifications in the room arrangements during contract implementation must be approved by the NIA MIMAROPA REGION. The rate of

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 othe courses of action and remedies open to it.

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.

NOTE:

1. 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

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

NIA-RO4B-AFD-ADM-INT-Form-57-Rev00