



## REQUEST FOR QUOTATION

Date: \_\_\_\_\_  
PR No. 2025-06-098

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

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure **Procurement for the Supply and Delivery of Meals and Snacks, and Stage/ Backdrop Decoration** for the conduct of NIA MIMAROPA's Strategic Planning Workshop for the 2nd Semester of CY 2025 cum 62nd NIA Anniversary Celebration on June 23-24, 2025 at NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro.

The procurement for 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.

As such, you are invited to submit your established quotations/proposals duly signed by your or your authorized representative not later than JUNE 17, 2025, at exactly 8:00AM, subject to the Terms and Conditions provided at the last page of this RFQ.

*for: [Signature]*  
ENGR. LOWELL L. LOZANO  
BAC Chairperson

**Note: Please see the Terms and Conditions regarding proper accomplishment of this Form.**

Procurement Project	Approved Budget for the Contract (ABC)
Procurement for the Supply and Delivery of Meals and Snacks, and Stage/ Backdrop Decoration for the conduct of NIA MIMAROPA's Strategic Planning Workshop for the 2nd Semester of CY 2025 cum 62nd NIA Anniversary Celebration on June 23-24, 2025 at NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro	306,220.00

### Technical Specifications:

Item Description	Compliance		Remarks
	YES	NO	
Procurement for the Supply and Delivery of Meals and Snacks, and Stage/Backdrop Decoration for the conduct of NIA MIMAROPA's Strategic Planning Workshop for the 2nd Semester of CY 2025 cum 62nd NIA Anniversary Celebration on June 23-24, 2025 at NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro			
I. AVAILABILITY Dated: June 22-24, 2025	[ ]	[ ]	
II. LOCATION a. NIA MIMAROPA Regional Office, Bayanan II, Calapan City	[ ]	[ ]	
III. MEALS and SNACKS June 22, 2025			
i. DINNER (42) pax) : packed	[ ]	[ ]	
June 23, 2025			
i. BREAKFAST (42 pax) : packed	[ ]	[ ]	
ii. AM SNACKS (84 pax) : packed	[ ]	[ ]	
iii. LUNCH (84 pax) : buffet	[ ]	[ ]	
iv. PM SNACKS (135 pax) : packed	[ ]	[ ]	
v. DINNER (135 pax) : buffet	[ ]	[ ]	
June 24, 2025			
i. BREAKFAST (42 pax) : packed	[ ]	[ ]	
ii. AM SNACKS (135 pax) : packed	[ ]	[ ]	
iii. LUNCH (135 pax) : buffet	[ ]	[ ]	





Republic of the Philippines  
OFFICE OF THE PRESIDENT  
NATIONAL IRRIGATION ADMINISTRATION  
REGIONAL OFFICE NO. IV-B (MIMAROPA)



iv. PM SNACKS (84 pax) : packed  
v. DINNER (84 pax) : packed

[ ] [ ]  
[ ] [ ]

**A. Meals**

1. rice for lunch/dinner
2. at least 3 viands per meal  
(pork, beef, chicken, vegetables)
3. dessert (fresh fruits / salad / jelly)
4. clean spoon, fork & table napkin/tissue
5. bottled water/juice

[ ] [ ]  
[ ] [ ]  
[ ] [ ]  
[ ] [ ]  
[ ] [ ]

**B. Snacks with drinks**

1. sandwich with side dish/ Filipino delicacies
2. lemonade juice / tea/ fresh fruit juice

[ ] [ ]  
[ ] [ ]

**C. Overflowing coffee with additional hot choco and mixed nuts: free of charge**

[ ] [ ]

**D. Stage/Backdrop Decoration**

Fiesta Carnival Theme  
(as per attached design)

\*\*\*\*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
Meal:Breakfast		n/a	n/a	42 - (June 23,24)		
Snacks:AM		n/a	n/a	84 - (June 23) 135 - (June 24)		
Meal:Lunch		n/a	n/a	84 - (June 23) 135 - (June 24)		
Snacks:PM		n/a	n/a	135 - (June 23) 84 - (June 24)		
Meal:Dinner		n/a	n/a	42-(June 22) 135 - (June 23) 84 - (June 24)		
Stage/ Backdrop Decoration						
<b>TOTAL</b>						





### 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;
  - 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. 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](mailto:mimaropa@nia.gov.ph) and [niamimaropa.bac@gmail.com](mailto: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