



REPUBLIC OF THE PHILIPPINES  
NATIONAL IRRIGATION ADMINISTRATION  
MIMAROPA REGIONAL OFFICE  
**REQUEST FOR QUOTATION**

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

Date: 2020 11 16  
PR: 2020 11 167

Please quote your **best offer**, inclusive of VAT, on the job/item/s listed below, **subject to the Specifications and Terms & Conditions** stated herein, stating the shortest time of delivery. Submit your quotation duly signed by you or your authorized representative not later than \_\_\_\_\_ only until exactly \_\_\_\_\_ at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro. A copy of your 2020 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.

Failure to observe any of the herein Specifications and Terms & Conditions shall be ground for disqualifications of the bidders concerned.

  
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 of Meals and Snacks for the activity for the Training on Parliamentary Procedures and Technical Writing Cum Planning Workshop for First Semester 2021 Employees's Commitment and Employee Day Program	475,530.00

**Technical Specifications:**

Item Description	Compliance		Remarks
	YES	NO	
<b>1</b> <b>Procurement of Meals and Snacks for the activity for the Training on Parliamentary Procedures and Technical Writing Cum Planning Workshop for First Semester 2021 Employees's Commitment and Employee Day Program</b>			
<b>I. AVAILABILITY</b>			
a. December 21-22, 2020	[ ]	[ ]	
<b>II. LOCATION</b>			
a. NIA MIMAROPA Region, Calapan City	[ ]	[ ]	
<b>III. MEALS and SNACKS</b>			
<b>December 21, 2020</b>			
i. BREAKFAST (191 pax)	[ ]	[ ]	
ii. AM SNACKS (191 pax)	[ ]	[ ]	
iii. LUNCH (191 pax)	[ ]	[ ]	
iv. PM SNACKS (191 pax)	[ ]	[ ]	
v. DINNER (191 pax)	[ ]	[ ]	
<b>December 22, 2020</b>			
i. BREAKFAST (202 pax)	[ ]	[ ]	
ii. AM SNACKS (202 pax)	[ ]	[ ]	
iii. LUNCH (202 pax)	[ ]	[ ]	
iv. PM SNACKS (202 pax)	[ ]	[ ]	
v. DINNER (202 pax)	[ ]	[ ]	
<b>Note:</b>			
<b>Breakfast:</b> at least 2 variants of vegetables/fish/meat	[ ]	[ ]	
<b>AM Snacks:</b> bread/sandwich/pasta, juice	[ ]	[ ]	
<b>Lunch:</b> at least 2 variants of vegetables/fish/meat	[ ]	[ ]	
<b>PM Snacks:</b> bread/sandwich/pasta, juice	[ ]	[ ]	
<b>Dinner:</b> at least 2 variants of vegetables/fish/meat	[ ]	[ ]	
<b>I. With provisions of the following every meal:</b>			
1. soup/appetizer	[ ]	[ ]	
2. rice	[ ]	[ ]	
3. dessert	[ ]	[ ]	
4. juice/water	[ ]	[ ]	
<b>II. With provisions of free-flowing coffee</b>	[ ]	[ ]	
<b>II. With provisions of cookies/crackers/nuts/chips</b>	[ ]	[ ]	
<b>For AM/PM in between meals and snacks</b>	[ ]	[ ]	
<b>****nothin follows***</b>			

Items: inclusive of 1% Creditable tax &  
5% Creditable VAT if VAT registered; 3% if NVAT

Brgy. Bayanan II, Calapan City, Oriental Mindoro, Philippines  
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Website: <http://region4b.nia.gov.ph/> • Facebook: [www.facebook.com/nia4bmimaropa/](http://www.facebook.com/nia4bmimaropa/)  
TIN: 000-916-415-166



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
Meal: Breakfast		n/a	n/a	393	1	-
Snacks: AM		n/a	n/a	393	1	-
Meal: Lunch		n/a	n/a	393	1	-
Snacks: PM		n/a	n/a	393	1	-
Meal: Dinner		n/a	n/a	393	1	-
TOTAL						-

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Bidders shall quote for all the items.
- Price quotation/s must be valid for a period of Thirty(30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- 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.
- The item/s shall be delivered within as indicated in the Purchase Order
- 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.
- 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.
- 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.
- The charge for the additional persons shall be contained in an Amendment to Contract.
- The NIA MIMAROPA REGION shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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.

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