



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
 REGIONAL OFFICE IV-B (MIMAROPA)
 BAYANAN II, CALAPAN CITY, ORIENTAL MINDORO

REQUEST FOR QUOTATION

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

Date: _____
 PR: **2022-06-081**

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure Meals and Snacks of the participants of the activity for 2022 Simultaneous Annual NIA Tree Planting to be conducted in Baco-Bucayao RIS, Or. Mindoro dated June 29, 2022.

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 2022 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 27, 2022, at exactly 10:00 AM, subject to the Terms and Conditions provided at the last page of this RFO.


ENGR. LOWELY L. ROZANO
 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 of the participants of the activity for 2022 Simultaneous Annual NIA Tree Planting to be conducted in Baco-Bucayao RIS, Or. Mindoro dated June 29, 2022. | 67,800.00 |

Technical Specifications:

| Item Description | Compliance | | Remarks |
|---|------------|-----|---------|
| | YES | NO | |
| 1 Supply and Delivery of Meals and Snacks of the participants of the activity for 2022 Simultaneous Annual NIA Tree Planting | | | |
| I. AVAILABILITY | | | |
| a. June 29, 2022 | [] | [] | |
| II. LOCATION FOR THE DELIVERY OF MEALS/SNACKS | | | |
| a. Bayanan II, Calapan City, Oriental Mindoro | [] | [] | |
| III. MEALS and SNACKS | | | |
| June 29, 2022 | [] | [] | |
| i. BREAKFAST (24 pax) | [] | [] | |
| ii. AM SNACKS (103 pax) | [] | [] | |
| iii. LUNCH (103 pax) | [] | [] | |
| CATERING SERVICES: | | | |
| I. Meals composed of the following: | | | |
| A. With provisions of the following for packed meal: | | | |
| i. Main course | [] | [] | |
| - at least 1 variant of meat with veggies | [] | [] | |
| - at least 1 variant of fish, fry with sauce | [] | [] | |
| ii. Steamed Rice | [] | [] | |
| iii. Dessert | [] | [] | |
| - amiable fruit dessert with jiggly gelatin and cream sweetened | [] | [] | |
| iv. Distilled bottled water, size: 500ml | [] | [] | |
| v. Includes clean spoon and fork with tissue | [] | [] | |
| vi. Dessert and Main course separated of food container and well-packed | [] | [] | |
| B. Packed Snacks and drinks | [] | [] | |
| i. chicken sandwich recipe | [] | [] | |
| ii. seasoned fry potatoes, standard cut/sliced | [] | [] | |
| iii. Distilled bottled water, size: 1 liter | [] | [] | |
| iv. Includes clean spoon and fork with tissue | [] | [] | |
| v. Well-packed in food container | [] | [] | |
| Specific Requirements for Delivery: | | | |
| 1. Packed AM Snacks will be delivered at 7:00 am in NIA MIMAROPA Region, Bayanan II, Calapan City | [] | [] | |
| 2. Packed Lunch will be delivered at 11:30 am in NIA MIMAROPA Region, Bayanan II, Calapan City | [] | [] | |
| ***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 Accommodations: ABCDEF For Meals: Ax Dx E |
| MEALS: BREAKFAST | | n/a | n/a | 24 | 1 | |
| SNACKS: AM | | n/a | n/a | 103 | 1 | |
| MEALS: LUNCH | | n/a | n/a | 103 | 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 also submit brochure showing specifications of the product being offered. (If applicable)
3. Bidders shall submit BIR Certificate of Registration upon request of the Technical Working Group during bid evaluation.
4. All bids exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
5. **Delivery period is within _____ calendar days from receipt of Purchase Order.**
6. Price validity shall be for a period of **60** 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.
7. **For Lot Award**
All items to be grouped together to form one (1) complete Lot that will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall automatically be disqualified.
8. 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.
9. Warranty shall be one (1) year for equipment and six (6) months for supplies and materials from date of approval of the Report of Inspection & Acceptance (RIA) by the authorized NIA MIMAROPA Regional Office representative.
10. **Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:**
 - a.) Mayors Permit;
 - b.) Copy of PhilGEPS Registration Number / Certificate.
11. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
12. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum specifications and terms and conditions stated herein.
13. The NIA MIMAROPA Regional Office shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
14. Supplier shall be responsible for the source(s) of his/her product and shall make deliveries in accordance with schedule, quality and specifications of the award/purchase order and shall guarantee his/her deliveries to be free from defects. Failure of the supplier to comply with this provisions shall be ground for cancellation of the award or purchase order issued to the supplier.
15. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the undelivered item/s within the prescribed delivery period shall be imposed per day of delay. The NIA MIMAROPA Regional Office 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.
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.

TERMS OF PAYMENT:

The winning bidder / supplier shall be paid 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.

Printed Name & Signature
of Dealer or Representative

Contact / Telephone No.

Email address/es