



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
 REGIONAL OFFICE NO. IV-B (MIMAROPA)
 BAYANAN II, CALAPAN CITY, ORIENTAL MINDORO

REQUEST FOR QUOTATION

Date: _____
 PR No. **2022-101154**

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

The NIA-MIMAROPA REGIONAL Office, through its Bids & Awards Committee, intends to procure **Lease of Venue with Accommodation, Meals and Snacks for the TEAM (Together Everyone Attains More) Building Activity of NIA MIMAROPA Regional Office dated October 27 to 28, 2022 in Mansalay, Or. Mindoro.**

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** is 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 **October 14, 2022**, at exactly **5:00 pm**, subject to the Terms and Conditions provided at the last page of this


ENGR. LOWELL B. DOZANO
 BAC Chairperson

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

Procurement Project		Approved Budget for the Contract (ABC)	
Lease of Venue with Accommodation, Meals and Snacks for the TEAM (Together Everyone Attains More) Building Activity of NIA MIMAROPA Regional Office dated October 27 to 28, 2022 in Mansalay, Or. Mindoro.		208,000.00	
Technical Specifications:			
Item Description	Compliance		Remarks
	YES	NO	
1 Lease of Venue with Accommodation, Meals and Snacks for the TEAM (Together Everyone Attains More) Building Activity of NIA MIMAROPA Regional Office dated October 27 to 28, 2022 in Mansalay, Or. Mindoro. I. AVAILABILITY a. October 27-28, 2022 [] [] II. LOCATION a. Mansalay, Oriental Mindoro [] [] III. MEALS and SNACKS Inclusive dates: October 27 to 28, 2022 3 Meals, 2 Snacks (For 52 pax per day) i. Breakfast [] [] ii. AM Snacks [] [] iii. Lunch [] [] iv. PM Snacks [] [] v. Dinner [] [] IV. ROOM ACCOMMODATION for Fifty-two (52) pax Technical Specifications: 1. Availability a. 1Night, check-in: October 27, 2022 [] [] check-out: October 28, 2022 [] [] 2. Location a. Location must be at the site [] [] 3. Room Assignments a. must be accommodated 52 pax [] [] 4. Facilities a. With bath towels/toiletries [] [] b. Continuous water supply & accessible comfort rooms [] [] c. Accessible emergency exit and alarm [] [] d. Airconditioned rooms [] [] e. With internet connection/wifi access [] [] ***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: AxDxE
Meal: Breakfast		n/a	n/a	52	1	-
Snacks: AM		n/a	n/a	52	1	-
Meal: Lunch		n/a	n/a	52	1	-
Snacks: PM		n/a	n/a	52	1	-
Meal: Dinner		n/a	n/a	52	1	-
ROOM ACCOMMODATIO N: For 52 pax			1N	52	n/a	-
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 2022;
 - 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 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, 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