



February 21, 2025

REQUEST FOR QUOTATION

Provisions of venue and accommodation for 115 participants during the Cluster Workshop of the Preparation of the FY 2026 Budget Proposal on March 2-7, 2025 at Legazpi City, Albay

PR No.: 2025-02-0052

Quotation/Bid No. MOOE-RO-013-25

PR No.: 2025-02-0052

Quotation/Bid No. MOOE-RO-013-25

The MANAGER  
THE MARISON HOTEL  
Corner Imelda Roces Ave., Legazpi City, Albay

Sir/Madam;

Please quote your lowest price on a CHARGE BASIS for the job/items listed below the space provided and drop this FORM duly accomplished, SEALED and addressed to the BAC Chairperson at the bidding box located at NIA Regional Office 5 Conference Room, Panganiban Drive, Naga City not later than **9:40 AM of February 25, 2025** with an ABC of **P 561,000.00** after which bids will be publicly opened using the RIRR of RA 9184 otherwise known as Government Procurement Act and the Philippine Bidding Documents (PBD).

We presume your offer is NEW as specified below unless otherwise indicated. Price quotation must be firm and valid for at least thirty (30) days from the opening of bids. NIA reserves the right to reject any or all bids, to waive any minor defect/s or informalities herein and to make such award most advantageous to NIA.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery on March 2-7, 2025 receipt of approved purchase order. Admin penalties pursuant to Sec. 69 of the RIRR of 9184 shall be imposed for non-delivery without valid reason.
3. Documentary requirements shall be attached upon submission of quotation.
4. All items shall be procured as "one lot".
5. Liquidated Damages pursuant to Sec. 68 of the RIRR of RA 9184 shall be imposed for non-delivery without valid reason.
6. Performance bond: Yes ☐; No ☒
7. Incomplete Quotation shall be declared non-responsive.
8. You may submit your quotation and requirements duly sealed with markings to the BAC Secretariat on or before the scheduled date/time.

Mode of Procurement: Small Value Procurement


Documentary Requirements:

1. PhilGEPS Registration Number or Certificate.
2. Updated Mayor's Permit
3. Notarized Omnibus Sworn Statement
4. Income Business Tax Return (For ABCs 500,000.00 above).
5. Notarized Secretary's Certificate (for Corporation).

Additional Conditions:

1. Servers must wear proper uniform by the catering service, hair is covered by the hairnet, face is covered by mouth shield, Proper grooming is a must.
2. Catering service must have trash bins or trash bags, after the event, clean as you go.
3. Use of Eco-friendly materials (e.g. paper cup etc.).

Very truly yours,

  
EDUARDO A. BALONDO  
BAC Chairperson

ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
Provisions of accommodation for 115 participants during the Cluster Workshop of the Preparation of the FY 2026 Budget Proposal on March 2-7, 2025 at Legazpi City, Albay - 34 Rooms Inclusion: - Breakfast	lot	1		
TOTAL AMOUNT (in figures)				
TOTAL AMOUNT (in words)				

After having carefully read and accepted the Request for Quotation including all supporting documents, we are submitting the above-mentioned price quotation.

NOTE: Subject to 5% VAT and 2% deduction per RA 9337 implemented on February, 2005





**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**NATIONAL IRRIGATION ADMINISTRATION**  
**REGIONAL OFFICE NO. V (BICOL REGION)**



\_\_\_\_\_  
Name & Signature of Owner/Authorized Representative

\_\_\_\_\_  
Position in print of Owner/Representative

\_\_\_\_\_  
Cellphone No. and Email address

\_\_\_\_\_  
Date







February 21, 2025

REQUEST FOR QUOTATION

Provisions of venue and accommodation for 115 participants during the Cluster Workshop of the Preparation of the FY 2026 Budget Proposal on March 2-7, 2025 at Legazpi City, Albay  
PR No.: 2025-02-0052  
Quotation/Bid No. MOOE-RO-013-25

The MANAGER  
HOTEL ST. ELLIS  
Rizal St., Legazpi City, Albay

Sir/Madam;

Please quote your lowest price on a CHARGE BASIS for the job/items listed below the space provided and drop this FORM duly accomplished, SEALED and addressed to the BAC Chairperson at the bidding box located at NIA Regional Office 5 Conference Room, Panganiban Drive, Naga City not later than 9:40 AM of February 25, 2025 with an ABC of ₱ 561,000.00 after which bids will be publicly opened using the RIRR of RA 9184 otherwise known as Government Procurement Act and the Philippine Bidding Documents (PBD).

We presume your offer is NEW as specified below unless otherwise indicated. Price quotation must be firm and valid for at least thirty (30) days from the opening of bids. NIA reserves the right to reject any or all bids, to waive any minor defect/s or informalities herein and to make such award most advantageous to NIA.

TERMS and CONDITIONS:

1. All entries must be type written or legibly written.
2. Delivery on March 2-7, 2025 receipt of approved purchase order. Admin penalties pursuant to Sec. 69 of the RIRR of 9184 shall be imposed for non-delivery without valid reason.
3. Documentary requirements shall be attached upon submission of quotation.
4. All items shall be procured as "one lot".
5. Liquidated Damages pursuant to Sec. 68 of the RIRR of RA 9184 shall be imposed for non-delivery without valid reason.
6. Performance bond: Yes ☐; No ☒
7. Incomplete Quotation shall be declared non-responsive.
8. You may submit your quotation and requirements duly sealed with markings to the BAC Secretariat on or before the scheduled date/time.

Mode of Procurement: Small Value Procurement

Documentary Requirements:

1. PhilGEPS Registration Number or Certificate.
2. Updated Mayor's Permit
3. Notarized Omnibus Sworn Statement
4. Income Business Tax Return (For ABCs 500,000.00 above).
5. Notarized Secretary's Certificate (for Corporation).

Additional Conditions:

1. Servers must wear proper uniform by the catering service, hair is covered by the hairnet, face is covered by mouth shield, Proper grooming is a must.
2. Catering service must have trash bins or trash bags, after the event, clean as you go.
3. Use of Eco-friendly materials (e.g. paper cup etc.).

Very truly yours,

  
EDUARDO A. BALONDO  
BAC Chairperson

ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
Provisions of accommodation for 115 participants during the Cluster Workshop of the Preparation of the FY 2026 Budget Proposal on March 2-7, 2025 at Legazpi City, Albay - 34 Rooms Inclusion: - Breakfast	lot	1		
TOTAL AMOUNT (in figures)				
TOTAL AMOUNT (in words)				

After having carefully read and accepted the Request for Quotation including all supporting documents, we are submitting the above-mentioned price quotation.

NOTE: Subject to 5% VAT and 2% deduction per RA 9337 implemented on February, 2005





**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**NATIONAL IRRIGATION ADMINISTRATION**  
**REGIONAL OFFICE NO. V (BICOL REGION)**



\_\_\_\_\_  
Name & Signature of Owner/Authorized Representative

\_\_\_\_\_  
Position in print of Owner/Representative

\_\_\_\_\_  
Cellphone No. and Email address

\_\_\_\_\_  
Date







February 21, 2025

REQUEST FOR QUOTATION

Provisions of venue and accommodation for 115 participants during the Cluster Workshop of the Preparation of the FY 2026 Budget Proposal on March 2-7, 2025 at Legazpi City, Albay  
PR No.: 2025-02-0052  
Quotation/Bid No. MOOE-RO-013-25

The MANAGER  
THE ORIENTAL HOTEL  
Purok 1 Brgy. 33, Peñaranda St. Legazpi City, Albay  
  
Sir/Madam;

Please quote your lowest price on a CHARGE BASIS for the job/items listed below the space provided and drop this FORM duly accomplished, SEALED and addressed to the BAC Chairperson at the bidding box located at NIA Regional Office 5 Conference Room, Panganiban Drive, Naga City not later than 9:40 AM of February 25, 2025 with an ABC of P 561,000.00 after which bids will be publicly opened using the RIRR of RA 9184 otherwise known as Government Procurement Act and the Philippine Bidding Documents (PBD).

We presume your offer is NEW as specified below unless otherwise indicated. Price quotation must be firm and valid for at least thirty (30) days from the opening of bids. NIA reserves the right to reject any or all bids, to waive any minor defect/s or informalities herein and to make such award most advantageous to NIA.

TERMS and CONDITIONS:

- 1. All entries must be type written or legibly written.
- 2. Delivery on March 2-7, 2025 receipt of approved purchase order. Admin penalties pursuant to Sec. 69 of the RIRR of 9184 shall be imposed for non-delivery without valid reason.
- 3. Documentary requirements shall be attached upon submission of quotation.
- 4. All items shall be procured as "one lot".
- 5. Liquidated Damages pursuant to Sec. 68 of the RIRR of RA 9184 shall be imposed for non-delivery without valid reason.
- 6. Performance bond: Yes ☐; No ☒
- 7. Incomplete Quotation shall be declared non-responsive.
- 8. You may submit your quotation and requirements duly sealed with markings to the BAC Secretariat on or before the scheduled date/time.

Mode of Procurement: Small Value Procurement

Documentary Requirements:

- 1. PhilGEPS Registration Number or Certificate.
- 2. Updated Mayor's Permit
- 3. Notarized Omnibus Sworn Statement
- 4. Income Business Tax Return (For ABCs 500,000.00 above).
- 5. Notarized Secretary's Certificate (for Corporation).

Additional Conditions:

- 1. Servers must wear proper uniform by the catering service, hair is covered by the hairnet, face is covered by mouth shield, Proper grooming is a must.
- 2. Catering service must have trash bins or trash bags, after the event, clean as you go.
- 3. Use of Eco-friendly materials (e.g. paper cup etc.).

Very truly yours,

EDUARDO A. BALONDO  
BAC Chairperson

ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
Provisions of accommodation for 115 participants during the Cluster Workshop of the Preparation of the FY 2026 Budget Proposal on March 2-7, 2025 at Legazpi City, Albay - 34 Rooms Inclusion: - Breakfast	lot	1		
TOTAL AMOUNT (in figures)				
TOTAL AMOUNT (in words)				

After having carefully read and accepted the Request for Quotation including all supporting documents, we are submitting the above-mentioned price quotation.

NOTE: Subject to 5% VAT and 2% deduction per RA 9337 implemented on February, 2005





**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**NATIONAL IRRIGATION ADMINISTRATION**  
**REGIONAL OFFICE NO. V (BICOL REGION)**



\_\_\_\_\_  
Name & Signature of Owner/Authorized Representative

\_\_\_\_\_  
Position in print of Owner/Representative

\_\_\_\_\_  
Cellphone No. and Email address

\_\_\_\_\_  
Date

