

December 28, 2022

## REQUEST FOR QUOTATION

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Provision of Function Room with Meals and Hotel Accommodation for the Conduct of LRA Central Office Executive Planning Conference on January 5 to 7, 2023** within **Tagaytay** in accordance with Section 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184.

Specification	Quantity	Amount
<p><b>1. Hotel Accommodation</b> for thirty (30) participants (3 days and 2 nights)</p> <p>6 Deluxe Room Accomodation 8 Triple Sharing Room</p> <p>2. One (1) High-ceiling <b>Function Room/Hall</b> for Plenary sessions (30) pax with social distancing) - with rectangular tables (4 seats in one table) - classroom type</p> <p>Use of Function Hall/Room Day 1 - Whole Day Day 2 - Whole Day Day 3 - Half Day</p> <p>Inclusive of the following equipment and materials:</p> <ul style="list-style-type: none"><li>- 1 Registration table with 3 chairs</li><li>- 3 wireless microphones</li><li>- Unlimited and high-speed wifi connection of at least 50 Mbps</li><li>- Projector with widescreen or LCD projector</li><li>- Basic sound system</li><li>- Complimentary pens/pencils and paper for participants</li><li>- Extension cords</li><li>- At least five (5) complimentary parking slots</li></ul> <p><b>3. Meals</b> Day 1 (Managed Buffet Lunch, PM Snack and Dinner)  Day 2 (Breakfast, AM Snack, Managed Buffet Lunch, PM Snack, and Managed Buffet Dinner, Food and Drinks for Socials)  Day 3 (Breakfast, AM Snack and Managed Buffet Lunch)</p> <p>Free-flowing coffee/juice/water during sessions</p>	1 Lot	<b>Php 367,800.00</b>

**Subject to the submission of the following requirements:**

- 1) Photocopy of Mayor's/Business Permit;
- 2) Photocopy of PhilGEPS Registration Number;
- 3) Income/ Business Tax Return;
- 4) Price Quotation Form with Compliance to Specification: See attached Annex "A".

**IMPORTANT TERMS AND CONDITIONS**

1. All quotations submitted to this Authority are considered an offer. In the event that the quotation is accepted, a PURCHASE ORDER shall be placed with the Company offering the most advantageous terms to this Authority;
2. Delivery period shall be **on January 5 to 7, 2023**;
3. Goods supplied and delivered are subject to inspection and acceptance. Return/Exchange of non-conforming product(s) applies;
4. Price Validity shall be for a period of ninety (90) calendar days;
5. Payment will be on a No Down Payment and in a send Bill Arrangement. Full payment will be made after the completion of the event or delivery of the items/service;
6. Price quotations shall be inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.); and,
7. Full Payment shall be through bank transaction preferably with landbank account, otherwise the bank charges shall be included in the quotation.
8. This Authority reserves the right to reject any or all offers and may only accept such offer it may consider most economical and most advantageous to the Government.
9. Deadline for the submission of of Quotation is **on or before 08:00 a.m. of January 4, 2023**, through:
  - a) **Ms. Maria Rudylyn Cebrero**  
Mobile No. 0961-8837646  
Room 02, Lower Ground Floor, Property and Supply Section  
LRA Building, East Ave., corner NIA Road, Diliman, Quezon City.
10. APPROVED BUDGET for the CONTRACT (ABC): Three Hundred Sixty-Seven Thousand, Eight Hundred Pesos (**Php 367,800.00**), VAT Inclusive.

  
**ATTY. TRISTAN DE GUZMAN**  
Chairperson, LRA-BAC

**Annex “A”**

**PRICE QUOTATION FORM AND COMPLIANCE TO THE TECHNICAL SPECIFICATION**

\_\_\_\_\_  
Date

**Chairperson, LRA-BAC**

Land Registration Authority  
LRA Building, East Avenue corner NIA Road  
Diliman, Quezon City

Atty:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

<b>Specification</b>	<b>Quantity</b>	<b>Amount</b>
<p><b>1. Hotel Accommodation</b> for thirty (30) participants (3 days and 2 nights)</p> <p>6 Deluxe Room Accomodation 8 Triple Sharing Room</p> <p><b>2. One (1) High-ceiling Function Room/Hall</b> for Plenary sessions (30) pax with social distancing) - with rectangular tables (4 seats in one table) - classroom type</p> <p>Use of Function Hall/Room Day 1 - Whole Day Day 2 - Whole Day Day 3 - Half Day</p> <p>Inclusive of the following equipment and materials:</p> <ul style="list-style-type: none"><li>- 1 Registration table with 3 chairs</li><li>- 3 wireless microphones</li><li>- Unlimited and high-speed wifi connection of at least 50 Mbps</li><li>- Projector with widescreen or LCD projector</li><li>- Basic sound system</li><li>- Complimentary pens/pencils and paper for participants</li><li>- Extension cords</li><li>- At least five (5) complimentary parking slots</li></ul> <p><b>3. Meals</b> Day 1 (Managed Buffet Lunch, PM Snack and Dinner)</p>	1 Lot	Php_____

Day 2 (Breakfast, AM Snack, Managed Buffet Lunch, PM Snack, and Managed Buffet Dinner, Food and Drinks for Socials)		
Day 3 (Breakfast, AM Snack and Managed Buffet Lunch)		
Free-flowing coffee/juice/water during sessions		

(Amount in Words)

---

I hereby complied with the above technical specification.

---

Name/Signature of Representative

---

Name of Company

---

Contact No.