



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Diliman, Quezon City

26 February 2025

REQUEST FOR QUOTATION

Please quote your Company's lowest price/offer in a **SEALED ENVELOPE** for the **Procurement of Venue for the Conduct of the LRA Executives' and Regional Registries of Deeds Management Conference on 05 - 07 March 2025** with the following specifications:

1. **Hotel Accommodation** for forty-two (42) participants.

- 3 days and 2 nights
- 2 Suite Room (2 pax)
- 2 Single Bed Room (Double Bed) (2 pax)
- 2 Single Bed Room (Single Bed) (2 pax)
- 3 Quadriple Room (2 Queen Bed) (12 pax)
- 2 Room for 5 pax (2 Queen Bed and 1 Single Bed) (9 pax)
- 2 Room for 10 pax (15 pax)

2. One (1) High-ceiling **Function Room/Hall in Sagada, Mountain Province** for Plenary sessions for forty-two (42) pax with social distancing) - with rectangular tables (4 seats in one table) - Conference Type Setup

Use of Function Hall/Room:

- Day 1 - Half Day
- Day 2 - Whole Day
- Day 3 - Half Day

Inclusive of the following equipment and materials:

- 1 Registration table with 4 chairs
- 4 wireless microphones
- Unlimited and high-speed wifi connection of at least 50 Mbps
- Projector with widescreen or LCD projector
- Basic sound system
- Whiteboard and whiteboard markers
- Complimentary pens/pencils and paper for participants
- Complimentary candies
- Extension cords
- At least five (5) complimentary parking slots



3. Meals

Day 1 (PM Snacks and Managed Buffet Dinner, Food and Drinks for Socials)

Day 2 (Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner, Food and Drinks for Socials)

Day 3 (Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch)

Free-flowing coffee/juice/tea/water during sessions

Subject to the submission of the following requirements:

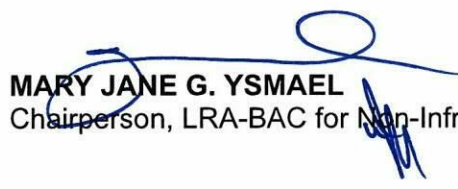
- 1) Photocopy of Mayor's/Business Permit - FY 2025;
- 2) Photocopy of PhilGEPS Registration Number;
- 3) Original Copy of Notarized Omnibus Sworn Statement: See attached Annex "A";
- 4) Price Quotation Form with Compliance to Specification: See attached Annex "B"

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 **05 - 07 March 2025**;
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 a 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 this Request for Quotation is **on or before 11:00 A.M. of 03 March 2025**, through:
 - a) **Ms. Bernadette D. Uruga**
Mobile Number: 0915 048 9204
Room 201, Planning and Management Division
LRA Building East Avenue corner NIA Road, Diliman Quezon City

- b) **Ms. Eunalize E. Zapanta**
Mobile Number: 0992 249 8901
Room 103, General Services Division
LRA Building, East Ave., corner NIA Road, Diliman, Quezon City

10. APPROVED BUDGET for the CONTRACT (ABC): **Two Hundred Forty Five Thousand Eight Hundred Eighty Pesos Only (Php 245,880.00)**, VAT Inclusive.


MARY JANE G. YSMAEL
Chairperson, LRA-BAC for Non-Infrastructure