



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

27 October 2025

**INVITATION FOR NEGOTIATED PROCUREMENT**  
**(Negotiated Procurement - Lease of Real Property and Venue 53.10 R-IRR RA 9184 )**  
(Project ID No. LRA BAC-PGSM-2025-019 under Supplemental Procurement Plan  
SPP-HRDD-02 for FY 2025)

Pursuant to LRA BAC Resolution No. 2025-041, the Land Registration Authority (LRA) invites you to please quote your Company's lowest price/offer in a **SEALED ENVELOPE or through ELECTRONIC MAIL** for the **Negotiated Procurement of Venue for the Conduct of the Mindanao Conference for Register of Deeds (RDs) and Deputy Registers of Deeds (DRDs) of Mindanao on November 25-27, 2025 at Cagayan De Oro** with the following specifications:

1. **Hotel Accommodation** for One Hundred Sixty (180) Participants for three (3) days and two (2) nights:

- 10 Suite Rooms
- 46 Deluxe Rooms (Two Separate Single Bed)
- 26 Deluxe Rooms (Three Separate Single Bed)

2. One (1) High-ceiling **Function Room** in Mindanao for a plenary session for at least One Hundred Eighty (180) pax with social distancing - with round tables (10 seats in one table) - Conference Type Setup

Use of Function Hall/Room:

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

Inclusive equipment and materials for complimentary basis:

- One (1) Registration table with two (2) chairs
- Use of two (2) Podiums
- Four (4) wireless microphones and two (2) stands
- Unlimited and high-speed Wi-Fi connection of at least 50 Mbps and dedicated wireless internet for the presenter
- Three (3) Projectors with widescreen or LCD projector, Use of 1x4 HDMI splitter, Cord
- Basic sound system
- Whiteboard and whiteboard markers
- Complimentary pens/pencils and paper for participants
- Complimentary candies
- Extension cords; use of audio jack
- At least fifteen (15) complimentary parking slots

3. **Meals**

Day 1 - (Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner, Food and Drinks for Socials)



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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, and PMSnacks  
Free-flowing coffee/juice/tea/water during the 3-days session, and drinks for socials.

Subject to the submission of the following requirements:

- 1) Photocopy of Valid Mayor's/Business Permit – FY 2025;
- 2) Photocopy of Valid PhilGEPS Registration Number;
- 3) Photocopy of 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 shall be on **November 25-27, 2025**;

3. The venue is subject to ocular inspection and acceptance;

4. Price validity shall be for a period of **one hundred twenty (120) calendar days**;

5. Price quotations shall be inclusive of all costs and applicable taxes (i.e. bank charges, VAT, other charges, etc.);

6. Payment shall be on a "No Down Payment Basis" and in a send "Bill Arrangement." Full payment shall be made only after the completion of the event, or delivery of the items/service, whichever is applicable;

7. Full Payment shall be through bank transaction, preferably a Landbank account otherwise, bank charges shall be included in the quotation; and

8. This Authority reserves the right to reject any or all offers and may only accept such offers 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 9:30 AM of 29 October 2025**, through:

a) **LRA BAC SECRETARIAT**

Email address: [baconinfra@lra.gov.ph](mailto:baconinfra@lra.gov.ph)

or

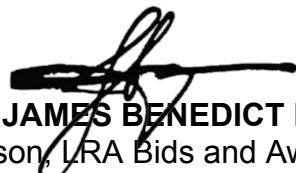
b) **Ms. Irish Nicole L. San Francisco**

Mobile Number: 0935 350 6972

Room 307, Third Floor, BAC Secretariat Office

LRA Building East Avenue corner NIA Road, Diliman Quezon City

10. APPROVED BUDGET for the CONTRACT (ABC): **Two Million Three Hundred Sixteen Thousand Pesos Only (Php 2,316,000.00)**, VAT Inclusive.

  
**ATTY. JAMES BENEDICT R. GUTIERREZ**  
Chairperson, LRA Bids and Awards Committee

**Annex “A”**

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

\_\_\_\_\_  
Date

**Chairperson, LRA-BAC**

LRA Building, East Avenue corner NIA Road  
Diliman, Quezon City

Dear **Chairperson**:

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:

Name of Project	Specifications	Qty.	Total Price (VAT inclusive)
<b>Negotiated Procurement of Venue for the Conduct of the Mindanao Conference for Register of Deeds (RDs) and Deputy Registers of Deeds (DRDs) of Mindanao on November 25 - 27, 2025 at Cagayan De Oro</b>	<b>1. Hotel Accommodation</b> for One Hundred Eighty (180) Participants for three (3) days and two (2) nights: <ul style="list-style-type: none"><li>• 10 Suite Rooms</li><li>• 46 Deluxe Rooms (Two Separate Single Bed)</li><li>• 26 Deluxe Rooms (Three Separate Single Bed)</li></ul> <b>2. One (1) High-ceiling Function Room</b> in Mindanao for a plenary session for at least One Hundred Eighty (180) pax with social distancing - with round tables (10 seats in one table) - Conference Type Setup Use of Function Hall/Room: Day 1 - Whole Day Day 2 - Whole Day Day 3 – Half Day Inclusive equipment and materials for complimentary basis: <ul style="list-style-type: none"><li>- One (1) Registration table with two (2) chairs</li><li>- Use of two (2) Podiums</li><li>- Four (4) wireless microphones and two (2) stands</li><li>- Unlimited and high-speed Wi-Fi connection of at least 50 Mbps and dedicated wire land for the</li></ul>		

	<p>presenter</p> <ul style="list-style-type: none"> <li>- Three (3) Projectors with widescreen or LCD projector, Use of 1x4 HDMI splitter, Cord</li> <li>- Basic sound system</li> <li>- Whiteboard and whiteboard markers</li> <li>- Complimentary pens/pencils and paper for participants</li> <li>- Complimentary candies</li> <li>- Extension cords; use of audio jack</li> <li>- At least fifteen (15) complimentary parking slots</li> </ul> <p><b>3. Meals</b></p> <p>Day 1 - (Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner, Food and Drinks for Socials)</p> <p>Day 2 - (Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner, Food and Drinks for Socials)</p> <p>Day 3 - (Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, and PM Snacks)</p> <p>Free-flowing coffee/juice/tea/water during the 3-days session, and drinks for socials.</p>		
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(Amount in Words)

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I hereby complied with the above technical specification.

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Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No. \_\_\_\_\_