



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAN 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-2025-018 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 Visayas Conference for Registers of Deeds (RDs) and Deputy Registers of Deeds (DRDs) of Visayas on November 11 - 13, 2025 at Bohol** with the following specifications:

1. Hotel Accommodation for One Hundred Ninety (190) Participants for three (3) days and two (2) nights:

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

2. One (1) High-ceiling Function Room /Hall in Bohol for a plenary session for at least One Hundred Ninety (190) 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 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)

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 PM Snacks)



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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 11 - 13, 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 Quotation is **on or before 9:30 AM of 29 October 2025**, through:
 - a) **LRA BAC SECRETARIAT**
Email address: bacnoninfra@lra.gov.ph
- OR**
- b) **MS. BERNADETTE D. URAGA**
BAC Secretariat Member
Room 307, 3rd Floor, BAC Secretariat Office
Mobile No. 0915-0489204
10. APPROVED BUDGET for the CONTRACT (ABC) : **Two Million Four Hundred Thirty-Five Thousand Pesos Only (Php 2,435,000.00)**, VAT Inclusive.


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

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

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)
Negotiated Procurement of Venue for the Conduct of the Visayas Conference for Registers of Deeds (RDs) and Deputy Registers of Deeds (DRDs) of Visayas on November 11 - 13, 2025 at Bohol	1. Hotel Accommodation for One Hundred Ninety (190) Participants for three (3) days and two (2) nights: <ul style="list-style-type: none">• 10 Suite Rooms• 51 Deluxe Rooms (two Separate Single Bed)• 26 Deluxe Rooms (Three Separate Single Bed) 2. One (1) High-ceiling Function Room /Hall in Bohol for a plenary session for at least One Hundred Ninety (190) 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	1 Lot	

	<p>high-speed Wi-Fi connection of at least 50 Mbps and dedicated wire land for the presenter</p> <ul style="list-style-type: none"> - 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 <p>3. Meals</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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NOTE: Please specify Total Price and your compliance to each of the specifications.

(Amount in Words)

I hereby complied with the above technical specification.

Name/Signature of Representative

Name of Company

Contact No.