



**REQUEST FOR QUOTATION  
(RFQ No. 2025-168)**

**LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,  
“MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON  
FRAMING THE FUTURES AND VALUE CREATION”**

1. The **Mindoro State University** (MinSU) through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of “**MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation**” in accordance with Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184).
2. The MinSU hereinafter referred to as the “Procuring Entity” now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of said event, as specified in the Terms of Reference (TOR) provided in the Annex “A” as attached.
3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **EIGHT HUNDRED THOUSAND PESOS (PHP 800,000.00)**. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity’s technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than \_\_\_\_\_ (until 5:00PM).

**The BAC Chairperson**

MinSU Bids and Awards Committee  
2<sup>nd</sup> Floor, Administration Building  
Alcate, Victoria, Oriental Mindoro

7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The MinSU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/s. The MinSU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.



# Mindoro State University

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9. The prospective bidder shall submit the following
  - a. Quotation Form
  - b. Mayor's/ Business Permit
  - c. Proof of PhilGEPS Registration
  - d. Latest Income/ Business Tax Return
  - e. BIR Certificate of Registration (BIR form 2303)
  - f. Duly signed and notarized Omnibus Sworn Statement

**CIEDELLE P. SALAZAR, Ph.D., JD.**

**BAC Chairperson**

MinSU Bids and Awards Committee



**ANNEX “A”**  
Republic of the Philippines  
**MINDORO STATE UNIVERSITY**

**TERMS OF REFERENCE**  
**LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED,**  
**“MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON**  
**FRAMING THE FUTURES AND VALUE CREATION”**

**I. RATIONALE**

Futures thinking has become a new trend that is being adopted all over the world. It is a tool in identifying predetermined and critical uncertainties in a systematic way and is usually associated with foresight and policymaking.<sup>1</sup> In the Philippine context, the Senate created the first-ever Committee on the Sustainable Development Goals, Innovation, and Futures Thinking. This committee incorporated futures thinking in policymaking and legislation, and advances reforms to help the country fulfill the Sustainable Development Goals (SDGs).<sup>2</sup>

In line with the foregoing and Mindoro State University (MinSU) mandate to provide quality education that is responsive to an ever growing and dynamic society, project titled, “of “MinSU Beyond Today: Capacity Building on Framing the Futures and Value Creation”.<sup>3</sup> The target participants are key officials, student leaders, and concerned officials/personnel from the administration, academics, and research, development & extension.

This training workshop aims to: (a) Strategically frame the futures of MinSU with emphasis on aspects of administration, academic, and research & extension; and (b) Empower all concerned officers with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction. It workshop involves a combination of participatory and collaborative learning methods. There will be Q&A sessions, workshops, and group activities There will be Q&A sessions, workshops, and group activities after lecture presentation/s of the resource experts.

Aside from the knowledge and guidance of the invited resource experts, the said objectives will not be attained without the appropriate venue, meals, and accommodation for all concerned which are indispensable for holistic and effective learning.<sup>4</sup>

<sup>1</sup> E. Perante-Calina, L. (2022). Imperatives of Foresight and Futures Thinking in Public Policy. *Philippine Journal of Public Administration*, Volume 66.

<sup>2</sup> See Senate Resolution No. 9, “Resolution Amending Section 13 (10), (13), (14), (20), (25), and (39) Rule X of the Rules of the Senate and Creating Committee on Sustainable Development Goals, Innovation, and Futures Thinking” dated 13 September 2019.

<sup>3</sup> This is the Phase II of Project FUTURE, Phase I of which was conducted online last November 11, 2024. Project Future consists of series of workshops focused on empowering the MinSU administration and stakeholders with the necessary knowledge and skills to properly integrate futures thinking into its structure, policies, and direction.

<sup>4</sup> Closs L, Mahat M, Imms W. Learning environments' influence on students' learning experience in an Australian Faculty of Business and Economics. *Learn Environ Res*. 2022;25(1):271-285. doi: 10.1007/s10984-021-09361-2. Epub 2021 Mar 29. PMID: 33814969; PMCID: PMC8005866.



## II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function hall, accommodation, and meals, with the following specifications:

### A. General Requirements

- 1) Price Package Quotation for: 5 days and 4 nights
- 2) Event date: July 20, 21, 22, 23, 24 2025 (Sunday, Monday, Tuesday, Wednesday, Thursday)
- 3) Location is within Puerto Galera, Oriental Mindoro and easily accessible
- 4) Number of Guests: 100 pax
- 5) Accessibility of location and designated parking space for vehicles
- 6) Catering services, internet and audio visual equipment
- 7) Quoted price shall be inclusive of all applicable government taxes and service charges.

### B. Special Requirements

#### 1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the training workshop (June 21-23, 2025). Below are the minimum requirements:

- 1.1. Holding area for resource experts and participants upon arrival;
- 1.2. Conference/function hall with, proper ventilation/ aircon, ICT and Audio Visual Equipment for the conduct of training and workshop (projector, at least 2 microphones, speakers, and other related equipment);
- 1.3. Reliable high-speed Wi-Fi connection capable of supporting videoconferencing platforms for a long period of time, such as Zoom and Google Meet;
- 1.4. Table and chairs for the resource experts and participants;
- 1.5. Nearby water station and comfort rooms;
- 1.6. Fire escapes and firefighting equipment;
- 1.7. With appropriate security measures;
- 1.8. Accessible to the nautical highway and with parking space.

#### 2) Accommodation

The Service Provider shall provide 5 days and 4 nights' accommodation with the following minimum requirements:

- 2.1. Indicates prices for guaranteed clean air-conditioned and secured rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 100 pax / guests (*July 20 and July 24, 2025 – 15 pax*) (*June 21 – June 23, 2025 – 100 pax*)
- 2.2. Clean toilet and bath in each room;
- 2.3. Furnished with closet, beddings, towels, and basic toiletries;
- 2.4. Fire escapes and firefighting equipment.



### 3) Food and Meals

The Service Provider shall meet the following meal requirements for 100 pax:

- 3.1. Free-flowing coffee and purified drinking water during the entire stay located in strategic locations;
- 3.2. Designated banquet area/ hall for participants during meal time;
- 3.3. Designated service personnel for meal distribution, maintaining cleanliness and immediate concerns;
- 3.4. Food and meals include the following:

<b>Day 1: July 20, 2025 (15 pax)</b>	<b>Day 2: July 21, 2025 (100 pax)</b>	<b>Day 3: July 22, 2025 (100 pax)</b>	<b>Day 4 July 23, 2025 (100 pax)</b>	<b>Day 5: July 24, 2025 (15 pax)</b>
AM Snacks Lunch PM Snacks Dinner	Breakfast <b>(15 pax only)</b> AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks Dinner	Breakfast AM Snacks Lunch PM Snacks
<b>Breakfast</b>				
N/A	Daing na Bangus Scrambled Egg Crab and Corn Soup Fried Rice Fresh Fruits Coffee and Choco	Longanisa Tocino Fried Egg Soup Rice Fresh Fruits Coffee and Choco	Hotdog Fried Fish Scrambled Egg Crab and Corn Soup Rice Fresh Fruits Coffee and Choco	Beef Tapa Fried Fish Fried Egg Soup Rice Fresh Fruits Coffee and Choco
<b>AM Snacks</b>				
Fresh Lumpia Palabok Juice	Chicken Macaroni Soup (Sopas) Sandwich Juice	Carbonara Garlic Bread Juice	Suman sa Gata with Sliced Mango Juice	Ham and Cheese with Lettuce Sandwich Juice
<b>Lunch</b>				
Kare-Kare Lumpiang Shanghai Fresh Fruits Plain Rice Soft drinks	Tinola Fried Fish Fresh Fruits Plain Rice Soft drinks	Fish Sinigang Chicken Wings Salad Rice Soft drinks	Sweet and Sour Fish Chicken Fillet Vegetable Salad Rice Soft drinks	Pork Adobo Ginisang Pakbet Vegetable Salad Rice Soft drinks
<b>PM Snacks</b>				
Spaghetti Fried Chicken	Turon Kakanin	Pansit Bihon	Mac and Cheese	N/A



Juice	Juice	Lumpiang Shanghai Juice	Fried Chicken Juice	
<b>Dinner</b>				
Barbeque Inihaw na Tilapia Ensaladang Talong Soup Fresh Fruits Plain Rice Soft drinks	Beef Steak Fish Fillet Vegetable Salad Soup Plain Rice Soft drinks	Pork Giniling Inihaw na Liempo Ampalaya with Egg Rice Soft drinks	Pork Sinigang Fried Fish Rice Chopseuy Fresh Fruits Rice Soft drinks	N/A

#### 4. Emergency Power/Back-up Power Generator

The venue must have a standby/back-up electrical system in case of power outage during the training.

### III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED THOUSAND PESOS (PHP 800,000.00)** inclusive of all government taxes and charges.

### IV. MODE OF PROCUREMENT

Pursuant to Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184), proposals shall be in accordance with the Scope of Work and Technical Specifications making use of the following criteria: a) availability and quality of venue; b) location and site condition; c) neighborhood data; d) quality of food and facilities; and; e) cost as prescribed under Annex "H", Appendix B, Item C (Table of Rating Factors for Lease of Venue) of the Revised IRR of R.A. 9184. Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to join this alternative mode of procurement.

### V. DOCUMENTARY REQUIREMENTS

As prescribed under Annex "H", Appendix "A"- Documentary requirement for Alternative Method of Procurement, the WINNING service provider shall submit the following conditions:

- 1) Mayor's/ Business Permit
- 2) Proof of PhilGEPS Registration
- 3) Latest Income/ Business Tax Return
- 4) BIR Certificate of Registration (BIR form 2303)
- 5) Duly signed and notarized Omnibus Sworn Statement



## VI. PAYMENT SCHEME

The payment for the services rendered by the Service Provider shall be made upon its issuance of the Billing Statement and corresponding Certificate of the Satisfactory Service by the end-user.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/ liquidated damages in the amount equivalent to Ten percent (10%) of the Contract Price by the winning service provider.

MinSU reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

### FINANCIAL OFFER:

Please Quote your best offer for the items. (See Terms and Conditions)

<b>LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE PROJECT TITLED, "MINDORO STATE UNIVERSITY BEYOND TODAY: CAPACITY BUILDING ON FRAMING THE FUTURES AND VALUE CREATION"</b>			<b>APPROVED BUDGET FOR THE CONTRACT (ABC): EIGHT HUNDRED THOUSAND PESOS (PHP 800,000.00)</b>	
<b>Business Name:</b>				
<b>Offered Quotation:</b>				
<b>Lease Of Venue With Meals</b>	<b>A Rate</b>	<b>B Max. Number of Pax</b>	<b>C Max. Number of Meals</b>	<b>D Amount Offer (A*B*C)</b>
Function Room (Venue Hall) for 3 Days (Days 2-4; July 21-23)				
(name of Function room)				
<b>DAY 1, JULY 20 (15 pax):</b>				
AM Snacks				
Lunch				
PM Snacks				
Dinner				
<b>DAY 2, JULY 21:</b>				
Breakfast (15 pax only)				
AM Snacks (100 pax)				
Lunch (100 pax)				
PM Snacks (100 pax)				
Dinner (100 pax)				
<b>DAY 3, JULY 22 (100 pax)</b>				
Breakfast				



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AM Snacks				
Lunch				
PM Snacks				
Dinner				
<b>DAY 4, JULY 23 (100 pax)</b>				
Breakfast				
AM Snacks				
Lunch				
PM Snacks				
Dinner				
<b>DAY 5, JULY 24 (15 pax)</b>				
Breakfast				
AM Snacks				
Lunch				
PM Snacks				
<b>Room Accommodation</b>	<b>A Please fill in your offered Rate per Room</b>	<b>B Max. Number of Rooms</b>	<b>C Duration</b>	<b>D Amount Offer (A*B*C)</b>
Day 1, July 20 (15 pax)				
Day 2, July 21 (100 pax)				
Day 3, July 22 (100 pax)				
Day 4 July 23 (15 pax)				
<b>Total Offered Quotation:</b>				

\_\_\_\_\_  
Supplier's Signature over Printed Name

\_\_\_\_\_  
TIN No. of Establishment

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date