Republic of the Philippines

City Government of Muntinlupa

National Road Putatan Muntinlupa City

BIDS and AWARDS COMMITTEE

www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 11/23/2022

Quotation No:2022-0311

*Company Name:*_____

*Address:*_____

*Business Permit No.:*_____

*TIN:*_____

PhilGEPS Registration No.(required):_____

The **City Government of Muntinlupa**, through its Bids and Awards Committee, intends to procure for the **PURCHASE OF GIVEAWAYS TO VARIOUS GUESTS/CLIENTS BY THE OFFICE OF THE MAYOR** which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than the **DEADLINE** on **November 28, 2022**.

A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	**3. PhilGEPS Registration (Certified True Copy)**
2. Accomplished and Notarized Omnibus Sworn Statement (Original)	**4.Certificate of Registration (Certified True Copy**

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127

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INSTRUCTIONS:

(2) Do not alter the contents of this in any way.

(3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your

(4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project	Approved Budget for the Contract (ABC)
PURCHASE OF GIVEAWAYS TO VARIOUS GUESTS/CLIENTS BY THE OFFICE OF THE MAYOR	Two Hundred Fifty Nine Thousand Nine Hundred Seventy Two Pesos (Php259,972.00)

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
103	sets	Packed in a customized gift bag			
		Spanish style Gourmet Bangus 350ml			
		Gourmet Tuyo 235ml			
		Mushroom Chips 90g			
		Honey wine 375ml			
		Coco jam 355grams			
		Coffee 450grams			
		Peanut butter 375ml			
		Pure wild Honey 250ml			
		Salted Pili Nuts 110g			

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Your Quotation

Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
103	sets	Packed in a customized gift bag				
		Spanish style Gourmet Bangus 350ml				
		Gourmet Tuyo 235ml				
		Mushroom Chips 90g				
		Honey wine 375ml				
		Coco jam 355grams				
		Coffee 450grams				
		Peanut butter 375ml				
		Pure wild Honey 250ml				
		Salted Pili Nuts 110g				
		TOTAL	259,972.00		Total Offered quotation (in Php)	PhP__________

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TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

_____

Signature over Printed Name

_____

Position/Designation

_____

Office Telephone No.

_____

Mobile Phone No./Fax No.

_____

Email address/es