

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: 02/08/2023 Quotation No:2023-0015 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 Meals & Venue Rental for Gender Mainstreaming Seminar on Records Mgmt. & Archiving, requested by Central Records Office, which will be undertaken in accordance with Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided. 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 4. Certificate of Registration (Certified True Copy (Original) 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 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 Meals & Venue Rental for Gender Mainstreaming Seminar on Records Mgmt. 8 One hundred sixty five thousand pesos Archiving Technical Specifications: UNIT OF ISSUE OTY ITEM DESCRIPRION 55 Buffet Lunch (Day 1) with snacks pax 55 Buffet Lunch (Day 2) with snacks whiteboards, sound system w/mic, projector &

screen, banquet service, pads & pens, candies &



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	Summary	of Approved Budget		OFFE	RED QUOTATION	
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
55	pax	Buffet Lunch (Day 1) with snacks				
55	pax	Buffet Lunch (Day 2) with snacks				
		Use of function room, w/will, flipcharts, whiteboards, sound system w/mic, projector & screen, banquet service, pads & pens, candies & coffee				
			165	000.00	Total Offered quotation (in Php)	Php

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.

Signatur	e over Printed N
Posit	ion/Designation
Offic	e Telephone No
Mobile	Phone No./Fax
Em	ail address/es