



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: 8/07/2023
Quotation No:2023-0403

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 "Request for Food and Accommodation for the Conduct of Workshop on the Completion of the Local Development Investment Program", which will be undertaken in accordance with Section 53.9 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.

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)	4. PhilGEPS Registration (Certified True Copy)
2. Latest Income Tax (Certified True Copy)	5. Certificate of Registration (Certified True Copy)
3. Omnibus Sworn Statement (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		Approved Budget for the Contract (ABC)			
Request for Food and Accommodation for the Conduct of Workshop on the Completion of the Local Development Investment Program		SIX HUNDRED TWENTY FIVE THOUSAND FIVE HUNDRED PESOS ONLY			
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		Planning Activity re: Workshop for the Completion of the Local Development Investment Program 2023-2026			
180	PAX	Full Board Meals & Accommodation with free usage of Conference Room for 2 days			
		Day 1			
		Meal Inclusions: (Managed Buffet)			



Republic of the Philippines
City Government of Muntinlupa
 National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

		AM snacks: ham with egg, toasted bread, & coffee				
		Lunch: rice with 2 viands dessert and drinks				
		PM snacks: carbonara, garlic bread & juice				
		Dinner: rice with 2 viands, dessert, and drinks				
		PICA-PICA				
		Day 2				
		Breakfast: TOCLOG with coffee				
		Lunch: rice with 2 viands dessert and drinks				
		PM snacks: egg pimiento sandwich with fries & juice				
		Conference Room Usage:				
		Day1: 8AM -5PM				
		Day2: 8AM-3PM				
		With basic sound systems, projector, widescreen & microphone				
		Room & Accommodation: with aircon, soap and towel				
		Facility available and access: swimming pool				
		Preference Area: Tanay Rizal				
QTY	UNIT OF USE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	REMARKS	TOTAL PRICE
		Planning Activity re: Workshop for the Completion of the Local Development Investment Program 2023-2026				
180	PAX	Full board meals & accommodation with free usage of Conference Room for 2 days Day 1				
		Meal Inclusions: (Managed Buffet)				
		AM snacks: ham with egg, toasted bread, & coffee				
		Lunch: rice with 2 viands dessert and drinks				
		PM snacks: carbonara, garlic bread & juice				
		Dinner: rice with 2 viands, dessert, and drinks				
		PICA-PICA				
		Day 2				



Republic of the Philippines
City Government of Muntinlupa
 National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

		Breakfast: TOCILOG with coffee				
		Lunch: rice with 2 viands dessert and drinks				
		PM snacks: egg pimiento sandwich with fries & juice				
		Conference Room Usage:				
		Day1: 8AM -5PM				
		Day2: 8AM-3PM				
		With basic sound systems, projector, widescreen & microphone				
		Room & Accommodation: with aircon, soap and towel				
		Facility available and access: swimming pool				
		Preference Area: Tanay Rizal				
				625,500.00	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/Engineering Office 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