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: 9/8/2023

Quotation No:2023-0471

*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 **"Preventive Maintenance Service for Elevator at Plaza Central, CDM & Museo ng Muntinlupa (*re-posted)"**, 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.
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)
Preventive Maintenance Service for Elevator at Plaza Central, CDM & Museo ng Muntinlupa (*re-posted)	Four Hundred Two Thousand Pesos

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
1	lot	Elevator Works			
		12 months General Check up and maintenance of elevator			

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QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1	lot	Elevator Works				
		12 months General Check up and maintenance of elevator				
			402,000.00		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/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