



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: 9/18/2023
Quotation No:2023-0503

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 of venue and meals package for the conduct of Capability Development Training and Orientation on Existing Laws in Establishment and Operation of Special Drug Education Center (SDEC) for Out-of-School Youth and Children", which will be undertaken in accordance with Section 53.9 of the 2016 Revised

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 of venue and meals package for the conduct of Capability Development Training and Orientation on Existing Laws in Establishment and Operation of Special Drug Education Center (SDEC) for Out-of-School Youth and Children	Seventy Two Thousand Pesos

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		Development Training and orientation on existing laws, Establishment and operation of Special Drug Education Center(SDEC) and Enhancement of coordinative and effective referral system of stakeholders cum Work Financial Plan			
40	pax	Venue Rental and Food Package Inclusions:			



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		Use of function room with basic set-up				
		Flowing coffee and hot tea				
		One round of iced tea during lunch				
		Conference pads, pencils and mint candies				
		Whiteboard with markers				
		Flipchart stand with paper supply				
		Basic PA / sound system				
		LCD Projector				
		Projection screen				
		Complimentary car passes for self-parked cars based				
		Wifi connection				
		Whole Day (2 snacks and 1 Set lunch)				
		Preferred Area: Any hotel within Muntinlupa City				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Development Training and orientation on existing laws, Establishment and operation of Special Drug Education Center(SDEC) and Enhancement of coordinative and effective referral system of stakeholders cum Work Financial Plan				
40	pax	Venue Rental and Food Package Inclusions:				
		Use of function room with basic set-up				
		Flowing coffee and hot tea				
		One round of iced tea during lunch				
		Conference pads, pencils and mint candies				
		Whiteboard with markers				



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		Flipchart stand with paper supply				
		Basic PA / sound system				
		LCD Projector				
		Projection screen				
		Complimentary car passes for self-parked cars based				
		Wifi connection				
		Whole Day (2 snacks and 1 Set lunch)				
		Preferred Area: Any hotel within Muntinlupa City				
			72,000.00	Total Offered quotation (in Php)	Php	

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Bidders must quote for all or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- 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.
- Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 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