



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: 9/28/2023
Quotation No:2023-0518

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 "Purchase of meals including the venue for the Muntinlupa City Tripartite Industrial Peace Council (MCTIPC) thru PESO and in coordination with the DOLE to conduct a three (3) part lecture series/seminar on Labor Laws", which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and

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)
Purchase of meals including the venue for the Muntinlupa City Tripartite Industrial Peace Council (MCTIPC) thru PESO and in coordination with the DOLE to conduct a three (3) part lecture series/seminar on Labor Laws	Three Hundred Seventy Eight Thousand Pesos

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
270	pax	Meals:			
		Am Snacks: Chicken Turn Over			
		Lunch			
		Soup: Carrot Soup with Basil			
		Pesto			
		Main Dish: Pork Ribs with Texas			
		Barbecue Sauce with Scented			



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		Rice				
		Dessert: Chocolate Hazelnut				
		Gateau				
		Inclusions:				
		Use of function Room				
		Morning and/ or Afternoon coffee				
		Dedicated Banquet Service				
		Butler				
		One Round of Iced Tea, Pandan				
		Conference Pads and Pencils for				
		Wi-Fi Access				
		Flipchart with Paper				
		Whiteboard with Markers				
		Mints and Candies				
		Basic Sound System with 2				
		Wired Microphones				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
270	pax	Meals:				
		Am Snacks: Chicken Turn Over				
		Lunch				
		Soup: Carrot Soup with Basil				
		Pesto				
		Main Dish: Pork Ribs with Texas				
		Barbecue Sauce with Scented				
		Rice				
		Dessert: Chocolate Hazelnut				
		Gateau				
		Inclusions:				
		Use of function Room				
		Morning and/ or Afternoon coffee				
		Dedicated Banquet Service				
		Butler				
		One Round of Iced Tea, Pandan				
		Conference Pads and Pencils for				
		Wi-Fi Access				



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		Flipchart with Paper			
		Whiteboard with Markers			
		Mints and Candies			
		Basic Sound System with 2			
		Wired Microphones			
			378,000.00	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