



Republic of the Philippines  
**City Government of Muntinlupa**  
National Road Putatan Muntinlupa City  
**BIDS and AWARDS COMMITTEE**  
[www.muntinlupacity.gov.ph](http://www.muntinlupacity.gov.ph)

**REQUEST FOR QUOTATION**

Date: 10/12/2023  
Quotation No:2023-0559

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 Expenses for the Year End Assessment and Strategic Planning of GAD Office** 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. Tax Clearance (Certified True Copy)	6. PCAB (Certified True Copy)

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:

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
Purchase of Expenses for the Year End Assessment and Strategic Planning of GAD Office	EIGHTY FIVE THOUSAND PESOS ONLY

**Technical Specifications:**

			Compliance		REMARKS
			Yes	No	
50	pax	Meals and Function Room			
		AM Snacks			
		Mini Pizza			
		Lunch			
		Salad			
		Selection of Garden Greens w/ Various Dressings			



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QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
50	pax	Meals and Function Room				
		AM Snacks				
		Mini Pizza				
		Lunch				
		Salad				
		Selection of Garden Greens w/ <del>Various Dressings</del>				
		Soup				
		Sinigang na Baboy				
		Main Dish				
		Chicken Inasal				
		Crispy Lechon				
		Kawali Fish				
		Escabeche				
		Pancit Canton or Pancit Bihon				
		Steamed White Rice				
		Dessert				
		Leche Flan				
		PM Snacks				
		Vanilla Bread Pudding				
		Use of Function Room space				
		Wi-fi Access				
		Flipchart with Paper				
		Whiteboard with Markers				
		Basic Sound System with 2 <del>Wired Microphones</del>				
		LCD Projector and Screen				
		Prepared Location: Alabang Muntinlupa City Only				
			85,000.00		Total Offered quotation (in Php)	Php _____

[illegible]



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**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Mobile Phone No./Fax No.

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Email address/es