



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

REQUEST FOR QUOTATION

10/31/2023
Quotation No:2023-0637

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 **Accommodation w/ Full Board Meals for the Conduct of Community-Based Disaster Risk Reduction & Management Training for Homeowners Association** 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)
Accommodation w/ Full Board Meals for the COnduct of Community-Based Disaster Risk Reduction & Management Training for Homeowners Association	Four Hundred Twenty Nine Thousand Pesos

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
45	pax	Hotel Accommodation for 3 days and 2 nights stay (participants)			
15	pax	Hotel Accommodation for 4 days and 3 nights (facilitators/secretariat w/ Day 0)			



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		• Quad-sharing (4 pax/room)				
		• Use of facilities such as widescreen, whiteboard w/ markers & eraser, flipchart, etc.				
		• Use of sound system with microphone				
		• Flowing coffee or tea during seminar sessions only				
		• Wifi Access at the function room				
		• Welcome Streamer				
		• Full On-board Meals				
		Day 1				
		AM Snacks (Ham & Cheese Sandwich, Ice tea or softdrinks				
		Lunch (Sinigang na Baboy, Fresh Lumpia Ubod, Chicken BBQ,				
		Inihaw na Isda with Pipino, Steamed Rice, Suman sa Liya with				
		Coco Jam)				
		PM Snacks (Boiled Sweet Corn & Fried Turon with softdrinks) inner (Corn soup, Unopsuey vegetable, buttersa unicekn,				
		Sweet & Sour Fish, Steamed Rice, Almond Gulaman with				
		tonninas)				
		Day 2				
		Breakfast (Daing na Bangus, Scrambled eggs w/ tomatoes &				
		AM Snacks (Ham & Egg Sandwich with softdrinks				
		Lunch (Tinolang Isda, Guinataang Gulay, Inihaw na Baboy, Beef Kare-Kare, Steamed Rice, Fresh Fruit in season) PM Snacks (Chicken Arrozcaldito with softdrinks)				
		Dinner (Boulabaisse Soup, Mixed vegetable, Breaded Fried				



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		Chicken, Swet & Sour Pork, Steamed Rice, Fresh Fruit in				
		Day 3				
		Breakfast (Chicken & Pork Adobo, Boiled Eggs w/ tomatoes, fried rice				
		AM Snacks (Ensaymada w/ filling served with Buko Juice)				
		Lunch (Sinigang na Bangus sa Bayabas, Pinakbet with chicharon, Baked Chicken with Tanglad, Porkchop Steak, PM Snacks (Dinuguan w/ Puto served with softdrinks)				
		Nothing Follows				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
45	pax	Hotel Accommodation for 3 days and 2				
		nights stay (participants)				
15	pax	Hotel Accommodation for 4 days and 3 nights (facilitators/secretariat w/ Day				
		• Quad-sharing (4 pax/room)				
		• Use of facilities such as widescreen, whiteboard w/ markers & eraser,				
		• Use of sound system with microphone				
		• Flowing coffee or tea during seminar sessions only				
		• Wifi Access at the function room				
		• Welcome Streamer				
		• Full On-board Meals				
		Day 1				
		AM Snacks (Ham & Cheese Sandwich, Ice tea or softdrinks				
		Lunch (Sinigang na Baboy, Fresh Lumpia Ubod, Chicken BBQ,				
		Inihaw na Isda with Pipino, Steamed Rice, Suman sa Liya with				
		Coco Jam)				
		PM Snacks (Boiled Sweet Corn & Fried Turon with softdrinks) inner				
		Sweet & Sour Fish, Steamed Rice, Almond Gulaman with				



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		tonninas)				
		Day 2				
		Breakfast (Daing na Bangus, Scrambled eggs w/ tomatoes & AM Snacks (Ham & Egg Sandwich with softdrinks				
		Lunch (Tinolang Isda, Guinataang Gulay, Inihaw na Baboy, Beef Kare- Dinner (Boulabaisse Soup, Mixed vegetable, Breaded Fried Chicken, Swet & Sour Pork, Steamed Rice, Fresh Fruit in				
		Day 3				
		Breakfast (Chicken & Pork Adobo, Boiled Eggs w/ tomatoes, fried rice AM Snacks (Ensaymada w/ filling served with Buko Juice)				
		Lunch (Sinigang na Bangus sa Bayabas, Pinakbet with chicharon, ***Nothing Follows***				
				429,000.00	Total Offered quotation (in 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