



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:2023-0642

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 **Year-End Review and Performance Assessment of the Implementation of the 2023 Peace and Order and Public Safety (POPS) Plan cum City Peace and Order Council's (CPOC) Special Meeting** be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act

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)
Year-End Review and Performance Assessment of the Implementation of the 2023 Peace and Order and Public Safety (POPS) Plan cum City Peace and Order Council's (CPOC) Special Meeting	One Hundred Fifty Eight Thousand Four Hundred Pesos

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
80	pax	Meals Expense:			
		Whole Day (2 snacks & 1 Buffet Lunch)			



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		- Use of Function Room				
		PA Sound System with 2 microphones with cover				
		LCD Projector with Projection Screen				
		Wi-Fi access at the assigned function room				
		White Board / Flipchart upon request				
		Note pads and pencil upon request				
		Flowing Coffee and Tea Service				
		One Round of Iced Tea for Lunch				
3	room	Accommodation: 1 day and 1 night (Technical Working Group and Secretariat) (8 pax)				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
80	pax	Meals Expense:				
		Whole Day (2 snacks & 1 Buffet Lunch)				
		- Use of Function Room				
		PA Sound System with 2 microphones with cover				
		LCD Projector with Projection Screen				
		Wi-Fi access at the assigned function room				
		White Board / Flipchart upon request				
		Note pads and pencil upon request				
		Flowing Coffee and Tea Service				
		One Round of Iced Tea for Lunch				
3	room	Accommodation: 1 day and 1 night (Technical Working Group and				



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		Secretariat) (8 pax)				
			158,400.00		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