



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: 11/09/2023
Quotation No:2023-0663

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 "**Hotel accommodation and transportation for the conduct of Refresher Course on Disaster Preparedness and Emergency Medical Services for DRRM personnel**", which will be undertaken in accordance with **Section 53.9** 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
- (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)
Hotel accommodation and transportation for the conduct of Refresher Course on Disaster Preparedness and Emergency Medical Services for DRRM personnel	NINE HUNDRED FOURTEEN THOUSAND ONE HUNDRED SIXTY PESOS

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
133	pax	Hotel Accommodation for 2 days and 1 night			
		with participants & facilitators (2 batches)			
		4-6 pax per room			
		use of facilities such as widescreen, whiteboard w/ marker & eraser, flipchart, etc.			



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		Use of sound system with microphone			
		Full on board Meals			
		Day 1 (Batch 1)			
		AM Snacks (Sotanghon w/bread, Coffee or juice)			
		Lunch (Beef with Mushroom, Stir-fry vegetables, Soup, Rice,			
		PM Snacks (Chicken Sandwich, Coffee or juice)			
		Dinner (Chicken Fillet in Lemon Sauce, Tortang Tagalog, Soup, Rice, Buko Jelly)			
		Day 2 (Batch 1)			
		Breakfast (Corned Beef/Egg, Fried/Steamed Rice, Fruits in season)			
		AM Snacks (Ham and Cheese Sandwich with Coffee/Juice)			
		Lunch (Boneless Bangus with Tofu, Fried Chicken, Soup, Rice, Fruits in season)			
		PM Snacks (Pansit Bihon w/ bread, Coffee or Juice)			
		Day 1 (Batch 2)			
		AM Snacks (Chicken Sandwich, Coffee or Juice)			
		Lunch (Shanghai Roll, Lumpiang Gulay, Soup, Rice, Banana			
		PM Snacks (Palabok with bread, Coffee or Juice)			
		Dinner (Sweet and Sour Fish Fillet, Buttered Beans and Corn Kernell, Soup, Rice, Fruits in season)			
		Day 2 (Batch 2)			
		Breakfast (Fried Boneless Bangus / Pork Tocino, Egg, Rice, Banana)			
		AM Snacks (Hotdog sandwich, Coffee or Juice)			
		Lunch (Stir fry vegetables, Grilled Liempo			



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		in BBQ Sauce, Rice Banana)				
		PM Snacks (Cheese Pimiento Sandwich,				
		Coffee or Juice)				
1	unit	Transportation from Muntinlupa City to				
		venue (Back and forth) for two (2) batches				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	REMARKS	TOTAL PRICE
133	pax	night				
		with participants & facilitators (2 batches)				
		4-6 pax per room				
		whiteboard w/ marker & eraser, flipchart,				
		Use of sound system with microphone				
		Full on board Meals				
		Day 1 (Batch 1)				
		AM Snacks (Sotanghon w/bread, Coffee or juice)				
		Lunch (Beef with Mushroom, Stir-fry				
		vegetables, Soup, Rice,				
		PM Snacks (Chicken Sandwich, Coffee or juice)				
		Dinner (Chicken Fillet in Lemon Sauce,				
		Tortang Tagalog, Soup, Rice, Buko Jelly)				
		Day 2 (Batch 1)				
		Breakfast (Corned Beef/Egg,				
		Fried/Steamed Rice, Fruits in season)				
		with Coffee/Juice)				
		Lunch (Boneless Bangus with Tofu,				
		Fried Chicken, Soup, Rice, Fruits in season)				
		PM Snacks (Pansit Bihon w/ bread,				
		Coffee or Juice)				
		Day 1 (Batch 2)				
		AM Snacks (Chicken Sandwich, Coffee or Juice)				
		Lunch (Shanghai Roll, Lumpiang Gulay,				
		Soup, Rice, Banana				



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		PM Snacks (Palabok with bread, Coffee or Juice)			
		Dinner (Sweet and Sour Fish Fillet, Buttered Beans and Corn Kernell, Soup, Rice, Fruits in season)			
		Day 2 (Batch 2)			
		Breakfast (Fried Boneless Bangus / Pork Tocino, Egg, Rice, Banana)			
		AM Snacks (Hotdog sandwich, Coffee or Juice)			
		Lunch (Stir fry vegetables, Grilled Liempo in BBQ Sauce, Rice Banana)			
		PM Snacks (Cheese Pimiento Sandwich, Coffee or Juice)			
1	unit	Transportation from Muntinlupa City to venue (Back and forth) for two (2) batches			
			914,160.00	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