



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: 1/29/2024  
Quotation No:2024-0018

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 **Full Board Meals (Including rental of Function Room)** for Quarterly LDRRM Council Meeting which will be undertaken in accordance with **Section 53.9** of the 2016 Revised

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. Accomplished and Notarized Omnibus Sworn Statement (Original)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (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>
Full Board Meals (Including rental of Function Room) for Quarterly LDRRM Council Meeting	One Hundred Eighty Four Thousand Pesos

**Technical Specifications:**

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
60	pax	Full Board Meals			
		Inclusions:			



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		Rental of Funtion Room (Half Day Meeting)			
		Use of an LCD Projector and Screen Use of Two (2) Wired Microphones and Built-in			
		Basic Audio System			
		Meals:			
		1-Item AM Snack (with Juice Drinks)			
		Overflowing Coffee/Hot Tea			
		Lunch (Buffet w/ One-Round of Iced Tea)			
		Plates, utensils, water, uniformed server.			
		Buffet setting.			
		Food Manageable up to the last left over in the a food tray.			
		Dessert-any variant by your choice			
		AM Snack:			
		Bacon and Egg Sandwich			
		Buffet Lunch:			
		Buffet Menu 1			
		Cold and Salad			
		Roast Beef with Pickles Coleslaw with Pineapple			
		Romaine Lettuce with Choice of Dressing and Condiments			
		Cream of Tomato Soup			
		Served with Freshly Baked Soft Rolls			
		Breaded Fillet of Snapper			
		Sliced Chicken with Cashew Nuts in Oyster Sauce			
		Grilled Pork Chop Teriyaki			
		Buttered Seasonal Vegetables			
		Steamed Rice			
		Bread and Butter Pudding			



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		Napoleon Slice				
<b>Summary of Approved Budget</b>			<b>OFFERED QUOTATION</b>			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
60	pax	Full Board Meals				
		Inclusions:				
		Rental of Funtion Room (Half Day Meeting)				
		Use of an LCD Projector and Screen				
		Use of Two (2) Wired Microphones and Built-in				
		Basic Audio System				
		Meals:				
		1-Item AM Snack (with Juice Drinks)				
		Overflowing Coffee/Hot Tea				
		Lunch (Buffet w/ One-Round of Iced Tea)				
		Plates, utensils, water, uniformed server.				
		Buffet setting.				
		Food Manageable up to the last left over in the a food tray.				
		Dessert-any variant by your choice				
		AM Snack:				
		Bacon and Egg Sandwich				
		Buffet Lunch:				
		Buffet Menu 1				
		Cold and Salad				
		Roast Beef with Pickles Coleslaw with Pineapple				
		Romaine Lettuce with Choice of Dressing and Condiments				
		Cream of Tomato Soup				
		Served with Freshly Baked Soft Rolls				
		Breaded Fillet of Snapper				
		Sliced Chicken with Cashew Nuts in Oyster Sauce				
		Grilled Pork Chop Teriyaki				
		Buttered Seasonal Vegetables				
		Steamed Rice				



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		Bread and Butter Pudding				
		Napoleon Slice				
				Php184,000.00	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 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