



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: 3/8/2024

Quotation No: 2024-00111

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 **Meals for the Various Activities of muntinlupa Scholarship Division** which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

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>            |
|---|--|
| Meals for the Various Activities of muntinlupa Scholarship Division | Seven Hundred Nineteen Thousand Five Hundred Fifty Pesos |

**Technical Specifications:**

| QTY | UNIT OF ISSUE | ITEM DESCRIPTION   | Compliance |    | REMARKS |
|-----|---------------|--|------------|----|---------|
|     |               |  | Yes        | No |         |
|     |               | 10MOST 2024 (Muntinlupa Outstanding Students 2024) Pre-Awarding Activities |            |    |         |



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|     |     |   |  |  |  |
|-----|-----|---|--|--|--|
| 27  | pax | April 2024 (10MOST Photoshoot)  |  |  |  |
| 80  | pax | April 2024 (10MOST Rehearsals)  |  |  |  |
| 30  | pax | April 2024 (10MOST Flag Raising)  |  |  |  |
| 160 | pax | May 2024 (10MOST Rehearsals)  |  |  |  |
| 50  | pax | May 2024 (10MOST General  |  |  |  |
|     |     | <b>MSD ACADEMY</b>  |  |  |  |
| 100 | pax | July 2024 (Social Media Literacy)   |  |  |  |
| 100 | pax | August 2024 (Financial Literacy)  |  |  |  |
| 100 | pax | September 2024 (GAD Seminar)  |  |  |  |
| 100 | pax | October 2024 (Mental Health   |  |  |  |
|     |     | <b>MEETING WITH SPTA OFFICERS</b>   |  |  |  |
| 80  | pax | August 2024 (Meeting with SPTA  |  |  |  |
|     |     | <b>SCHOLARS GENERAL ASSEMBLY</b>  |  |  |  |
| 100 | pax | September 2024 (Batch 1)  |  |  |  |
| 100 | pax | September 2024 (Batch 2)  |  |  |  |
|     |     | <b>MSD DISBURSEMENT OF ALLOWANCE AND OTHER MSD</b>  |  |  |  |
| 350 | pax | For the Month of April 2024<br>Lunch- 1 Viand, Rice, Drinks   |  |  |  |
| 350 | pax | For the Month of May 2024   |  |  |  |
| 350 | pax | For the Month of June 2024  |  |  |  |
| 350 | pax | For the Month of July 2024  |  |  |  |
| 350 | pax | For the Month of August 2024  |  |  |  |
| 350 | pax | For the Month of September 2024   |  |  |  |
| 350 | pax | For the Month of October 2024   |  |  |  |
| 350 | pax | For the Month of November 2024  |  |  |  |
| 350 | pax | For the Month of December 2024  |  |  |  |
|     |     | Note:<br>1. Staggered Delivery (based on schedule of event and activities) and Staggered Payment (Monthly)<br>2. Payment will be based on the actual number of items delivered. |  |  |  |
|     |     |   |  |  |  |
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| QTY | UNIT OF ISSUE | ITEM DESCRIPTION   | QTY | UNIT OF ISSUE | ITEM DESCRIPTION | TOTAL PRICE |
|-----|---------------|--|-----|---------------|------------------|-------------|
|     |               | <b>10MOST 2024 (Muntinlupa Outstanding Students 2024) Pre-Awarding Activities</b>  |     |               |                  |             |
| 27  | pax           | <b>April 2024 (10MOST Photoshoot)</b><br>AM Snack- Pasta and Water                 |     |               |                  |             |
| 80  | pax           | <b>April 2024 (10MOST Rehearsals)</b><br>Dinner- 1 Viand, Rice and Water           |     |               |                  |             |
| 30  | pax           | <b>April 2024 (10MOST Flag Raising Attendance)</b><br>AM Snack- Sandwich and Water |     |               |                  |             |
| 160 | pax           | <b>May 2024 (10MOST Rehearsals)</b><br>Dinner- 1 Viand, Rice and Water             |     |               |                  |             |
| 50  | pax           | <b>May 2024 (10MOST General Rehearsals)</b><br>Dinner- 1 Viand, Rice and Water     |     |               |                  |             |
|     |               | <b>MSD ACADEMY</b>   |     |               |                  |             |
| 100 | pax           | <b>July 2024 (Social Media Literacy)</b><br>PM Snack- Sandwich and Drinks          |     |               |                  |             |
| 100 | pax           | <b>August 2024 (Financial Literacy)</b><br>PM Snack- Sandwich and Drinks           |     |               |                  |             |
| 100 | pax           | <b>September 2024 (GAD Seminar)</b><br>PM Snack- Sandwich and Drinks               |     |               |                  |             |
| 100 | pax           | <b>October 2024 (Mental Health Seminar)</b><br>PM Snack- Sandwich and Drinks       |     |               |                  |             |
|     |               | <b>MEETING WITH SPTA OFFICERS</b>  |     |               |                  |             |
| 80  | pax           | <b>August 2024 (Meeting with SPTA Officers)</b><br>Lunch- 1 Viand, Rice, Drinks    |     |               |                  |             |
|     |               | <b>SCHOLARS GENERAL ASSEMBLY</b>   |     |               |                  |             |
| 100 | pax           | <b>September 2024 (Batch 1)</b><br>Lunch- 1 Viand, Rice, Drinks                    |     |               |                  |             |
| 100 | pax           | <b>September 2024 (Batch 2)</b><br>Lunch- 1 Viand, Rice, Drinks                    |     |               |                  |             |





|     |     | MSD DISBURSEMENT OF ALLOWANCE AND OTHER MSD ACTIVITIES  |            |                                  |     |  |
|-----|-----|---|------------|----------------------------------|-----|--|
| 350 | pax | <b>For the Month of April 2024</b><br>Lunch- 1 Viand, Rice, Drinks  |            |                                  |     |  |
| 350 | pax | <b>For the Month of May 2024</b><br>Lunch- 1 Viand, Rice, Drinks  |            |                                  |     |  |
| 350 | pax | <b>For the Month of June 2024</b><br>Lunch- 1 Viand, Rice, Drinks   |            |                                  |     |  |
| 350 | pax | <b>For the Month of July 2024</b><br>Lunch- 1 Viand, Rice, Drinks   |            |                                  |     |  |
| 350 | pax | <b>For the Month of August 2024</b><br>Lunch- 1 Viand, Rice, Drinks   |            |                                  |     |  |
| 350 | pax | <b>For the Month of September 2024</b><br>Lunch- 1 Viand, Rice, Drinks  |            |                                  |     |  |
| 350 | pax | <b>For the Month of October 2024</b><br>Lunch- 1 Viand, Rice, Drinks  |            |                                  |     |  |
| 350 | pax | <b>For the Month of November 2024</b><br>Lunch- 1 Viand, Rice, Drinks   |            |                                  |     |  |
| 350 | pax | <b>For the Month of December 2024</b><br>Lunch- 1 Viand, Rice, Drinks   |            |                                  |     |  |
|     |     | Note:<br>1. Staggered Delivery (based on schedule of event and activities) and Staggered Payment (Monthly)<br>2. Payment will be based on the actual number of items delivered. |            |                                  |     |  |
|     |     |   |            |                                  |     |  |
|     |     |   |            |                                  |     |  |
|     |     |   |            |                                  |     |  |
|     |     |   |            |                                  |     |  |
|     |     |   |            |                                  |     |  |
|     |     |   |            |                                  |     |  |
|     |     |   |            |                                  |     |  |
|     |     |   | 198,500.00 | Total Offered quotation (in Php) | Php |  |



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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 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