



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: 3/22/2024  
 Quotation No:2024-0145

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 with Full on Board Meals for the Conduct of Community-Based Disaster Risk Reduction & Management (CBDRRM) Training for Homeowners Association** which will 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. 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>
Hotel Accommodation with Full on Board Meals for the Conduct of Community-Based Disaster Risk Reduction & Management (CBDRRM) Training for Homeowners Association	Four Hundred Eighty Thousand Pesos

**Technical Specifications:**

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	



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45	pax	Hotel Accommodation at Los Banos, Laguna for 3 days and 2 nights (participants - HOAs)			
15	pax	Hotel Accommodation at Los Banos, Laguna for 4 days and 3 nights (facilitators/secretariat)			
		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			
		Full On-board Meals			
		Day 1			
		AM Snacks (Pandesal with Menudo, Softdrinks)			
		Lunch (Tinolang Manok, Guinataang Gulay, Inihaw na Tilapia, Pork BBQ, Steamed Rice, Assorted Kakanin)			
		PM Snacks (Dinuguan w/ Puto served with softdrinks)			
		Dinner (Mushroom Soup, Coleslaw, Baked Chicken, Roast Pork with Gravy,			
		Steamed Rice, Sweets)			
		Day 2			
		Breakfast (Pork lapa, Fried Egg, Fred Kice, Fresh fruit in season)			
		AM Snacks (Assorted Cake Rolls served with Ice Tea Juice)			



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		Lunch (Misua con Bola-bola, Fried Lumpia Togue, Chicken & Pork Afritada, Guinataang Laman ng Dagat with Aligue, Steamed Rice, Fresh Fruit in season)			
		PM Snacks (Spaghetti with Garlic Toast served with soft drinks)			
		Dinner (Eight Treasure Soup, Misuno Vegetable, Lumpia Shanghai, Beefsteak, Steamed Rice, Sago & Gulaman Juice)			
		Day 3			
		Breakfast (Tinapa, Salted Egg w/ tomatoes & Onions, Fried Rice, Fresh Fruit in season)			
		AM Snacks (Buko Pie served with softdrinks)			
		Lunch (Sinigang na Isda sa Miso, Guisadong Gulay, Fried Porkchop, Chicken & Beef Pochoero, Steamed Rice, Suman Sa Liya with Coco Jam)			
		PM Snacks (Guisadong Sotanghon with Puto served with softdrinks)			
		Dinner (Chicken Macaroni Soup, Pancit Canton, Beef Brisket w/ carrots & Radish, Steamed Fish in Oyster Sauce, Steamed Rice, Sweets)			
		*Menu for Day O will be hotel's discretion			
		**Nothing Follows***			
1	unit	Transportation-Rental for batch 1 HOAs (per way)			
		Airconditioned-bus			
		From Muntinlupa City to venue of the seminar (back and forth-2 way)			





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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
45	pax	Hotel Accommodation at Los Banos, Laguna for 3 days and 2 nights (participants - HOAs)				
15	pax	Hotel Accommodation at Los Banos, Laguna for 4 days and 3 nights (facilitators/secretariat)				
		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				
		Full On-board Meals				
		Day 1				
		AM Snacks (Pandesal with Menudo, Softdrinks)				
		Lunch (Tinolang Manok, Guinataang Gulay, Inihaw na Tilapia, Pork BBQ, Steamed Rice, Assorted Kakanin)				
		PM Snacks (Dinuguan w/ Puto served with softdrinks)				
		Dinner (Mushroom Soup, Coleslaw, Baked Chicken, Roast Pork with Gravy,				
		Steamed Rice, Sweets)				
		Day 2				
		Breakfast (Pork lapa, Fried Egg, Fred Kice, Fresh fruit in season)				
		AM Snacks (Assorted Cake Rolls served with Ice Tea Juice)				
		Lunch (Misua con Bola-bola, Fried Lumpia Togue, Chicken & Pork Afritada, Guinataang Laman ng Dagat with Alique, Steamed Rice, Fresh Fruit in season)				
		PM Snacks (Spaghetti with Garlic Toast served with soft drinks)				





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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.

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Signature over Printed Name

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Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

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Email address/es