



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: 3/27/2024  
Quotation No:2024-0160

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** 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	Four Hundred Forty Nine Thousand pesos

**Technical Specifications:**

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
40	pax	Hotel Accommodation at Los baños Laguna for 3 days & 2 nights(participants-HOAs)			



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15	pax	Hotel Accommodation at Los baños Laguna for 3 days & 2 nights (facilitators/secretariat)				
		Quad sharing (4 pax/room)				
		use of facilities				
		use of sound system				
		flowing coffee or tea				
		wifi access				
		full on board meals				
		day 1 am snacks, pm snacks,dinner				
		day 2 am snacks, pm snacks,dinner				
		day 3 am,pm, dinner				
		menu for day 0 will be hotels discretion				
<b>Summary of Approved Budget</b>			<b>OFFERED QUOTATION</b>			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
40	pax	Hotel Accommodation at Los baños Laguna for 3 days & 2 nights(participants-HQAs)				
15	pax	Hotel Accommodation at Los baños Laguna for 3 days & 2 nights (facilitators/secretariat)				
		Quad sharing (4 pax/room)				
		use of facilities				
		use of sound system				
		flowing coffee or tea				

