



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: 4/1/2024  
Quotation No:2024-0163

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 Various Activities of UPAO**

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>
Meals for Various Activities of UPAO	Two Hundred Ninety Four Thousand Nine Hundred Pesos

**Technical Specifications:**

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		Meals			
60	pax	People's Organization Forum			



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		AM Snacks			
		Noodles with Puto and Drinks			
136	pax	People's Organization Forum			
		AM Snacks			
		Sandwich with Chips and Drinks			
136	pax	Community Analysis and Planning Workshop			
		AM Snacks - Light Sandwich and Drinks Lunch - Rice with 2 Viands and Drinks			
		PM Snacks - Bilo Bilo and Drinks			
75	pax	Leadership Skills Development Seminar			
		AM Snacks - Pasta and Drinks			
		Lunch - Rice with 2 Viands and Drinks			
		PM Snacks - Congee and Drinks			
72	pax	Systems Development and Installation Seminar			
		AM Snacks - Light Sandwich and Drinks Lunch - Rice with 2 Viands and Drinks			
		PM Snacks - Noodles and Drinks			
		Financial Management Seminar			
35	pax	AM Snacks			
		Clubhouse Sandwich (3 layer of tasty bread, ham, egg, cheese, lettuce, cucumber & tomato with mayo spread) and Water			
35	pax	Lunch - Rice with 2 Viands and Drinks			
		Urban Poor Solidarity Day			
		City Quadrangle of Muntinlupa			
40	pax	Breakfast			







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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Meals				
60	pax	People's Organization Forum				
		AM Snacks				
		Noodles with Puto and Drinks				
136	pax	People's Organization Forum				
		AM Snacks				
		Sandwich with Chips and Drinks				
136	pax	Community Analysis and Planning Workshop				
		AM Snacks - Light Sandwich and Drinks Lunch - Rice with 2 Viands and				
		PM Snacks - Bilo Bilo and Drinks				
75	pax	Leadership Skills Development Seminar				
		AM Snacks - Pasta and Drinks				
		Lunch - Rice with 2 Viands and Drinks				
		PM Snacks - Congee and Drinks				
72	pax	Systems Development and Installation Seminar				
		AM Snacks - Light Sandwich and Drinks Lunch - Rice with 2 Viands and Drinks				
		PM Snacks - Noodles and Drinks				
		Financial Management Seminar				
35	pax	AM Snacks				
		Clubhouse Sandwich (3 layer of tasty bread, ham, egg, cheese, lettuce, cucumber & tomato with mayo spread) and Water				
35	pax	Lunch - Rice with 2 Viands and Drinks				
		Urban Poor Solidarity Day				
		City Quadrangle of Muntinlupa				
40	pax	Breakfast				



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		Rice, Egg, 1 Viand and Drinks				
40	pax	LHB Members and UPAO Staff Lunch				
		Rice with 2 Viands, and Drinks				
600	pax	Participants				
		Rice with 2 Viands, and Drinks				
				Php264,900.00	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