



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: 4/3/2024  
 Quotation No:2024-0200

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 **Venue Rental & Food Package for the Conduct of Camp Coordination & Camp Management & Internally Displaced Persons Training** 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:

Procurement Project			Approved Budget for the Contract (ABC)		
Venue Rental & Food Package for the Conduct of Camp Coordination & Camp Management & Internally Displaced Persons Training			Nine Hundred Eighty Four Thousand Nine Hundred Pesos		
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
150	pax	Venue Rental & Food Package (3-day Package)			



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		<p>Venue Essentials Package/ Inclusion</p> <ul style="list-style-type: none"> <li>-Use of function room for eight (8) hours</li> <li>-Fully air-conditioned function room and comfort rooms</li> <li>-Well-maintained comfort rooms and function room</li> <li>-Buffet lunch in a function room</li> <li>-Morning and afternoon coffee breaks</li> <li>-Free flowing coffee and tea</li> <li>-One round of iced tea or pandan juice</li> <li>-Free use of one (1) LCD projector and projection screen</li> <li>-Conference pads and pencils for each participant</li> <li>-Internet: Allocated Shared wireless internet bandwidth up to 10MB.</li> <li>-Two (2) wired microphones and extra if needed</li> <li>-Extension wires</li> <li>-Flipchart with paper</li> <li>-Whiteboard with markers</li> <li>-Mints and candies</li> <li>-Dedicated banquet service butler</li> <li>-Complimentary whole day car passes equivalent to 20% of the total number of</li> </ul>				
		<p>attendees will be provided</p> <ul style="list-style-type: none"> <li>-Additional tables as needed in the activity</li> </ul>				
		<p>BUFFET: Five (5) set menu choices</p>				
		<p>Compliant to IATF guidelines</p> <ul style="list-style-type: none"> <li>-facilities are complaint with COVID-19 protocol</li> <li>-personnel are fully vaccinated</li> <li>-regular disinfection every after use of function rooms</li> <li>-visible safety signs, information and reminders in maintaining social distancing, wearing of facemask and regular washing/ disinfection of hands outside and inside the facility</li> </ul>				





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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
150	pax	<b>Venue Rental &amp; Food Package (3-day Package)</b>				
		Venue Essentials Package/ Inclusion -Use of function room for eight (8) hours -Fully air-conditioned function room and comfort rooms -Well-maintained comfort rooms and function room -Buffet lunch in a function room -Morning and afternoon coffee breaks -Free flowing coffee and tea -One round of iced tea or pandan juice -Free use of one (1) LCD projector and projection screen -Conference pads and pencils for each participant -Internet: Allocated Shared wireless internet bandwidth up to 10MB. -Two (2) wired microphones and extra if needed -Extension wires -Flipchart with paper -Whiteboard with markers -Mints and candies -Dedicated banquet service butler -Complimentary whole day car passes equivalent to 20% of the total number of				
		attendees will be provided -Additional tables as needed in the activity				
		BUFFET: Five (5) set menu choices				



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		<p>Compliant to IATF guidelines</p> <ul style="list-style-type: none"> <li>-facilities are complaint with COVID-19 protocol</li> <li>-personnel are fully vaccinated</li> <li>-regular disinfection every after use of function rooms</li> <li>-visible safety signs, information and reminders in maintaining social distancing, wearing of facemask and regular washing/ disinfection of hands outside and inside the facility</li> </ul>				
6	<i>rooms</i>	<p><i>Standard Room Accomodation for Resource Persons (3 Days 2 Nights x 2 rooms)</i></p>				
		<p>Entitlements:</p> <ul style="list-style-type: none"> <li>Daily buffet breakfast</li> <li>Complimentary coffee and tea making facilities</li> <li>Complimentary bottled water</li> <li>Complimentary Wi-Fi internet access</li> <li>Complimentary parking</li> </ul>				
			Php984,900.00	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.

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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