

#### City Government of Muntinlupa

National Road Putatan Muntinlupa City

## **BIDS and AWARDS COMMITTEE**

www.muntinlupacity.gov.ph

#### **REQUEST FOR QUOTATION**

Date: 4/26/2024

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure Meals & Venue for 2024 CDT Day Celebration 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. Latest Income Tax (Certified True Copy)	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:

	Proc	urement Proiect		ved Budget for the Contract (ABC)	
leals & Ven	ue for 2024 CDT Da	y Celebration	Two	Hundred S	Seventy Six Thousand Seven Hundred Fifty Pesos
echnical S	Specifications:				
	LIMIT OF ICCUS	UNIT OF ISSUE ITEM DESCRIPRION	Compliance		REMARKS
QTY	UNIT OF ISSUE		Yes	No	
135	pax	Food and Venue (PM Snack and			
	1	Buffet Dinner)	1		



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	free use of LED Wall - 9ft x 12 ft at least, Function Room, wifi, sounds system with 2 microphones, stage, Flip Charts, Whiteboard markers, Conference pads with pencils for each participants, candies and mints during the event, allotted parking space for participants 8 hours activity (1 Pm to 7 pm-1 hour allotted for preparation, ingress and egress.		
	Preferred Area / Venue is within ALABANG only		
	Meal: 1 pm snack and buffet Dinner		



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	Summar	y of Approved Budget			RED QUOTATION	
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRIC
135	рах	Food and Venue (PM Snack and Buffet Dinner)				
		free use of LED Wall - 9ft x 12 ft at least, Function Room, wifi, sounds system with 2 microphones, stage, Flip Charts, Whiteboard markers, Conference pads with pencils for each participants, candies and mints during the event, allotted parking space for participants 8 hours activity (1 Pm to 7 pm-1 hour allotted for preparation, ingress and egress.				
		Preferred Area / Venue is within ALABANG only				
		Meal: 1 pm snack and buffet Dinner				

#### TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- 2. Bidders must quote for all or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.



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- 4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 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.

Signa	ature over Printed Name
F	Position/Designation
C	Office Telephone No.
Mo	bile Phone No./Fax No.
Мо	bile Phone No./Fax No.  Email address/es