



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: 5/9/2024  
Quotation No: 2024-0292

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 **Purchase of Meals to be used in Financial Literacy-Accounting for Non Accountant & Entrepreneurial Training-Financial Risk Management at Muntinlupa Entrepreneurial Financing Division** which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic

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:

Procurement Project			Approved Budget for the Contract (ABC)		
Purchase of Meals to be used in Financial Literacy-Accounting for Non Accountant & Entrepreneurial Training-Financial Risk Management at Muntinlupa Entrepreneurial Financing Division			Seventy Five Thousand Two Hundred Fifty Pesos		
<b>Technical Specifications:</b>					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		Entrepreneurial Training -Financial Risk Management (May 17, 2024)			
55	pax	Meals			



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		AM Snack			
		Congee			
		Bottled Water			
		Lunch			
		2 Viands with Rice (Pork, Beef)			
		Bottled Water			
		PM Snack			
		Sandwich			
		Bottled Water			
		Entrepreneurial Training -Financial Risk			
		Management (August 29, 2024)			
55	pax	Meals			
		AM Snack			
		Noodles			
		Bottled Water			
		Lunch			
		2 Viands with Rice (Pork, Beef)			
		Bottled Water			
		PM Snack			
		Sandwich			
		Bottled Water			
		Financial Literacy - Accounting for			
		Non Accountant (July 19, 2024)			
55	pax	Meals			
		AM Snack			
		Pasta			
		Bottled Water			
		Lunch			
		2 Viands with Rice (Pork, Beef)			
		Bottled Water			
		PM Snack			
		Sanwich			
		Bottled Water			
		*** For Staggered Payment and			
		Delivery.			



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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Entrepreneurial Training -Financial Risk Management (May 17, 2024)				
55	pax	Meals				
		AM Snack				
		Congee				
		Bottled Water				
		Lunch				
		2 Viands with Rice (Pork, Beef)				
		Bottled Water				
		PM Snack				
		Sandwich				
		Bottled Water				
		Entrepreneurial Training -Financial Risk Management (August 29, 2024)				
55	pax	Meals				
		AM Snack				
		Noodles				
		Bottled Water				
		Lunch				
		2 Viands with Rice (Pork, Beef)				
		Bottled Water				
		PM Snack				
		Sandwich				
		Bottled Water				
		Financial Literacy - Accounting for Non Accountant (July 19, 2024)				



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55	pax	Meals			
		AM Snack			
		Pasta			
		Bottled Water			
		Lunch			
		2 Viands with Rice (Pork, Beef)			
		Bottled Water			
		PM Snack			
		Sanwich			
		Bottled Water			
		*** For Staggered Payment and Delivery.			
			P75,250.00	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