



Republic of the Philippines
City Government of Muntinlupa
 National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 5/16/2024
 Quotation No: 2024-0301

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 & Food for the BP 344 Training for Government Construction Professionals & Private Contractors** 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. Omnibus Sworn Statement (original)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	6. Tax Clearance (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 & Food for the BP 344 Training for Government Construction Professionals & Private Contractors			Seventy Seven Thousand Pesos		
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
35	pax	Inclusions: whole day event			
		Use of function room with basic set-up Flowing Coffee and Hot tea			



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		One round of Iced tea during lunch Conference pads, pencils and mint candies				
		Whiteboard with markers				
		Flipchart stand with paper supply Basic PA / Sound System with Wired Microphone/s (2 units)				
		LCD Projector (subject to availability for 30 persons & above)				
		Projection Screen				
		Complimentary car passes for self- parked cars based on the following:				
		20% of the guaranteed number of guests or maximum of 50 pcs for big banquet bookings				
		Wifi Connection				
		Food				
		AM				
		> Chicken Empanada				
		PM				
		• Baked Ham and Cheese				
		LUNCH				
		• Chicken Macaroni Salad				
		Mediterranean Quinoa Salad				
		Seafood Chowder Soup				
		Barbecue Pork Belly with Onion, Tomato and Cucumber				
		Chicken with Mushroom and Vegetables Stir- Fry				
		Buttered Vegetables				
		Assorted Pastries				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
35	pax	Inclusions: whole day event				



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		Seafood Chowder Soup				
		Barbecue Pork Belly with Onion, Tomato and Cucumber				
		Chicken with Mushroom and Vegetables Stir- Fry				
		Buttered Vegetables				
		Assorted Pastries				
			P77,000.00	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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es