



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: 5/23/2024  
Quotation No: 2024-0314

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 **Supply & Delivery of Services-Accommodation with Full Board Meals Including Transportation** 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)			
Supply & Delivery of Services-Accommodation with Full Board Meals Including Transportation		Five Hundred Twenty Eight Thousand Pesos			
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
1	unit	Transportation Services (Bus) to and from the venue (back and forth) - per way/2 ways			



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1	unit	Transportation Services (van) to and from the venue (back and forth) - per way/2 ways			
15	pax	Accommodation at Batangas with Full Board Meals (Managed Buffet - Breakfast, AM Snacks, Lunch and PM Snacks) for the whole duration of training for the facilitators/secretariat - Day 0 to Day 3) x 4 days			
40	pax	Accommodation at Batangas with Full Board Meals (Managed Buffet - Breakfast, AM Snacks, Lunch and PM Snacks) for the whole duration of training for the participants - Day 1-3) x 3 days			
		Inclusive of: Use of conference/function room for 3 days Access to swimming pool and other free amenities			
		Day 0 •Beef with mushroom and young com, Cordon Bleu, Pumpkin Soup, rice, dessert, drinks			
		Day 1 (Breakfast for Day 0 pax) - Pork Tocino, Egg, Rice, Fruits, Drinks AM Snacks - Puto Pao, drinks Lunch - vegetable kare2x, chicken inasal, beef nilaga, rice, dessert/fruits, drinks PM Snacks - Creamy chicken soup, drinks Dinner - fish fillet with sweet & sour, crab & cor, pork teriyaki, Fruits/ dessert, drinks, rice			



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		Day 2: Breakfast - Pork Tapa, Egg, Rice, Fruits AM Snacks - Hongkong Style Canton, drinks Lunch - Chicken Afritada, Fried Tilapia, Cream of Mushroom, fruits/ dessert, drinks, rice PM Snacks - Lomi, drinks Dinner - Bistek Tagalog, Relyenong Bangus, Onion Soup, Fruits/ dessert, drinks, rice			
		Day 3 Breakfast - Gotong Batangas AM Snacks - Tuna Sandwich, drinks Lunch - Pumpkin Soup, Porkloin in Pineapple Sauce, Beef Broccoli, Fruits/ dessert, drinks, rice PM Snacks - Bihon Guisado, Drinks ***Nothing Follows			
Summary of Approved Budget			OFFERED QUOTATION		



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QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1	unit	Transportation Services (Bus) to and from the venue (back and forth) - per way/2 ways				
1	unit	Transportation Services (van) to and from the venue (back and forth) - per way/2 ways				
15	pax	Accommodation at Batangas with Full Board Meals (Managed Buffet - Breakfast, AM Snacks, Lunch and PM Snacks) for the whole duration of training for the facilitators/secretariat - Day 0 to Day 3) x 4 days				
40	pax	Accommodation at Batangas with Full Board Meals (Managed Buffet - Breakfast, AM Snacks, Lunch and PM Snacks) for the whole duration of training for the participants - Day 1-3) x 3 days				
		Inclusive of: Use of conference/function room for 3 days Access to swimming pool and other free amenities				
		Day 0 •Beef with mushroom and young corn, Cordon Bleu, Pumpkin Soup, rice, dessert, drinks				
		Day 1 (Breakfast for Day 0 pax) - Pork Tocino, Egg, Rice, Fruits, Drinks AM Snacks - Puto Pao, drinks Lunch - vegetable kare2x, chicken inasal, beef nilaga, rice, dessert/fruits, drinks PM Snacks - Creamy chicken soup, drinks Dinner - fish fillet with sweet & sour, crab &				



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			P528,000.00	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