



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: 7/1/2024
Quotation No:2024-0401

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 **Meals and Accommodation for the Seminar on Gender Statistics and Gender Analysis for Muntinlupa City GAD Focal Point System**, 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)		
Meals and Accommodation for the Seminar on Gender Statistics and Gender Analysis for Muntinlupa City GAD Focal Point System			Seventy Seven Thousand Pesos		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
70	pax	Lease of Accommodation with meals and the use of Room for Seminar on Gender Statistic and Gender Analysis,			
		as per supporting paper hereto			
		Meals and Room			
		AM Snack			
		Arroz Caldo			
		Lunch			



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		Soup				
		Tinola Soup				
		Salad				
		Mixed Green Salad				
		Main Course				
		Grilled Pork Belly Brabeque				
		Sweet and sour Fish Fillet				
		Chopsuey				
		Steamed Rice				
		Dessert				
		Tropical Fresh Fruits				
		Beverage				
		One Round of Iced Tea				
		Free Flowing of Coffee				
		Inclusions:				
		Use of Function Room with basic Set up				
		Flowing Coffee				
		One Round of Iced Tea during Lunch				
		Whiteboard with markers				
		Basic PA/Sound System with wired microphone/s (2 units)				
		LCD Projector				
		WiFi Ready				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
70	pax	Lease of Accomodation with meals and the use of Room for Seminar on Gender Statistic and Gender Analysis,				
		as per supporting paper hereto				
		Meals and Room				
		AM Snack				
		Arroz Caldo				
		Lunch				
		Soup				
		Tinola Soup				
		Salad				
		Mixed Green Salad				
		Main Course				



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		Grilled Pork Belly Brabeque			
		Sweet and sour Fish Fillet			
		Chopsuey			
		Steamed Rice			
		Dessert			
		Tropical Fresh Fruits			
		Beverage			
		One Round of Iced Tea			
		Free Flowing of Coffee			
		Inclusions:			
		Use of Function Room with basic Set up			
		Flowing Coffee			
		One Round of Iced Tea during Lunch			
		Whiteboard with markers			
		Basic PA/Sound System with wired microphone/s (2 units)			
		LCD Projector			
		WiFi Ready			
			P77,000.00	Total Offered quotation (in Php)	Php

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- 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.
- 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.
- 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.
- Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 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