



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: 3/18/2025
Quotation No:2025-0173

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 **Hotel Accommodation with Full Board Meals and Use of Function Room for the Results-Based Monitoring & Evaluation Trainings**, 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)		
Hotel Accommodation with Full Board Meals and Use of Function Room for the Results-Based Monitoring & Evaluation Trainings			Two Hundred Nine Thousand Seven Hundred Fifty Pesos Only		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		Hotel Accommodation			
		Inclusions:			
		* Daily Buffet breakfast for registered guest/s			
		* Complimentary coffee & tea making facilities			
		* Complimentary bottled water			
		* Complimentary parking			
		* Complimentary parking			
1	pax	Deluxe twin (Arrival-April 2, 2025) for Facilitator and Instructor			



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		3 days and 2 nights				
1	pax	Deluxe twin (Arrival-April 2, 2025) for Facilitator and Instructor				
		3 days and 2 nights				
1	pax	extra bed (Arrival 2, 2025) for Facilitator and Instructor				
		3 days and 2 nights				
5	pax	Packed Dinner for 2 nights				
		preferred area: MUNTINLUPA CITY				
		Nothing Follows				
		Day 1: April 2, 2025				
30	pax	Full Board Meals				
		Inclusions:				
		Rental of Function Room (Whole Day Meeting)				
		Use of an LCD Projector and Screen				
		Use of Two (2) Wired Microphones and Built-in Basic Audio System				
		Meals:				
		1-Item AM Snack				
		1-Item PM Snack				
		Overflowing Coffee/Hot Tea				
		Lunch (Buffet w/ One-Round of Iced Tea)				
		* Plates, utensils, water, uniformed server.				
		* Buffet setting.				
		over in the a food tray.				
		* Dessert-any variant by your choice				
		AM Snack:				
		Creamy carbonara				
		Buffet Lunch:				
		Buffet H				
		Soup- Sinigang na baboy				
		Greens w/ various Dressing				
		Chicken Inasal				
		Crispy Lechon Kawali				
		Fish escabeche				
		Pancit Canton				
		Steamed White Rice				



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		Leche flan				
		PM Snack:				
		Blueberry Muffin				
		Day 2: April 3, 2025				
30	pax	Full Board Meals				
		Inclusions:				
		Rental of Funtion Room (Whole Day Meeting)				
		Use of an LCD Projector and Screen				
		Use of Two (2) Wired Microphones and Built-in Basic Audio System				
		Meals:				
		1-Item AM Snack				
		1-Item PM Snack				
		Overflowing Coffee/Hot Tea				
		Lunch (Buffet w/ One-Round of Iced Tea)				
		* Plates, utensils, water, uniformed server.				
		* Buffet setting.				
		* Food Manageable up to the last left over in the a food tray.				
		* Dessert-any variant by your choice				
		AM Snack:				
		Pancit bihon with soft rolls				
		Buffet Lunch:				
		Buffet C				
		Soup- Molo soap				
		Cold and Salad Selection of Garden Greens w/ various Dressing				
		Chicken Cacciatore				
		Beef Roulade				
		Fish fillet in Tarragon sauce				
		Vegetable tempura				
		Steamed White Rice				
		Chocolate fudge cake				
		PM Snack:				
		Vanilla bread pudding				
		Day 3: April 4, 2025				

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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Hotel Accommodation				
		Inclusions:				
		* Daily Buffet breakfast for registered guest/s				
		* Complimentary coffee & tea making facilities				
		* Complimentary bottled water				
		* Complimentary parking				
		* Complimentary parking				
1	pax	Deluxe twin (Arrival-April 2, 2025) for Facilitator and Instructor				
		3 days and 2 nights				
1	pax	Deluxe twin (Arrival-April 2, 2025) for Facilitator and Instructor				
		3 days and 2 nights				
1	pax	extra bed (Arrival 2, 2025) for Facilitator and Instructor				
		3 days and 2 nights				
5	pax	Packed Dinner for 2 nights				
		preferred area: MUNTINLUPA CITY				
		Nothing Follows				
		Day 1: April 2, 2025				
30	pax	Full Board Meals				
		Inclusions:				
		Rental of Funtion Room (Whole Day Meeting)				
		Use of an LCD Projector and Screen				
		Use of Two (2) Wired Microphones and Built-in Basic Audio System				
		Meals:				
		1-Item AM Snack				
		1-Item PM Snack				
		Overflowing Coffee/Hot Tea				
		Lunch (Buffet w/ One-Round of Iced Tea)				
		* Plates, utensils, water, uniformed server.				
		* Buffet setting.				



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		over in the a food tray.				
		* Dessert-any variant by your choice				
		AM Snack:				
		Creamy carbonara				
		Buffet Lunch:				
		Buffet H				
		Soup- Sinigang na baboy				
		Greens w/ various Dressing				
		Chicken Inasal				
		Crispy Lechon Kawali				
		Fish escabeche				
		Pancit Canton				
		Steamed White Rice				
		Leche flan				
		PM Snack:				
		Blueberry Muffin				
		Day 2: April 3, 2025				
30	pax	Full Board Meals				
		Inclusions:				
		Rental of Funtion Room (Whole Day Meeting)				
		Use of an LCD Projector and Screen				
		Use of Two (2) Wired Microphones and Built-in Basic Audio System				
		Meals:				
		1-Item AM Snack				
		1-Item PM Snack				
		Overflowing Coffee/Hot Tea				
		Lunch (Buffet w/ One-Round of Iced Tea)				
		* Plates, utensils, water, uniformed server.				
		* Buffet setting.				
		* Food Manageable up to the last left over in the a food tray.				
		* Dessert-any variant by your choice				
		AM Snack:				
		Pancit bihon with soft rolls				
		Buffet Lunch:				
		Buffet C				



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		Soup- Molo soap				
		Cold and Salad Selection of Garden Greens w/ various Dressing				
		Chicken Cacciatore				
		Beef Roulade				
		Fish fillet in Tarragon sauce				
		Vegetable tempura				
		Steamed White Rice				
		Chocolate fudge cake				
		PM Snack:				
		Vanilla bread pudding				
		Day 3: April 4, 2025				
30	pax	Full Board Meals				
		Inclusions:				
		Rental of Funtion Room (Whole Day Meeting)				
		Use of an LCD Projector and Screen				
		Use of Two (2) Wired Microphones and Built-in Basic Audio System				
		Meals:				
		1-Item AM Snack				
		1-Item PM Snack				
		Overflowing Coffee/Hot Tea				
		Lunch (Buffet w/ One-Round of Iced Tea)				
		* Plates, utensils, water, uniformed server.				
		* Buffet setting.				
		* Food Manageable up to the last left over in the a food tray.				
		* Dessert-any variant by your choice				
		AM Snack:				
		Sotanghon guisado				
		Buffet Lunch:				
		Buffet D				
		Soup- Sinigang na baboy				
		Cold and Salad Selection of Garden Greens w/ various Dressing				
		Chicken adobo sa gata				
		Fish escabeche				
		Inihaw na liempo				



TERMS AND CONDITIONS:

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es