



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: 3/24/2025  
Quotation No:2025-0193

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 **Stage Decoration and Flower Arrangement for Kasalang Bayan on June 2025**, 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:

|                                                          |                                                             |
|----------------------------------------------------------|-------------------------------------------------------------|
| <b>1. Mayor's/Business Permit: (Certified True Copy)</b> | <b>4. PhilGEPS Registration (Certified True Copy)</b>       |
| <b>2. Omnibus Sworn Statement (original)</b>             | <b>5. Certificate of Registration (Certified True Copy)</b> |
| <b>3. Latest Income Tax (Certified True Copy)</b>        | <b>6. Tax Clearance (Certified true copy)</b>               |

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)              |    |         |  |
|-------------------------------------------------------------------------|---------------|-------------------------------------------------|-----------------------------------------------------|----|---------|--|
| Stage Decoration and Flower Arrangement for Kasalang Bayan on June 2025 |               |                                                 | One Hundred Fifteen Thousand Six Hundred Pesos Only |    |         |  |
| QTY                                                                     | UNIT OF ISSUE | ITEM DESCRIPTION                                | Compliance                                          |    | REMARKS |  |
|                                                                         |               |                                                 | Yes                                                 | No |         |  |
| 1                                                                       | set           | Stage Decoration and Flower Running Arrangement |                                                     |    |         |  |
| 120                                                                     | pcs           | Hand tie Bouquet 3 inches in diameter           |                                                     |    |         |  |
| 120                                                                     | pcs           | Buttoners/Corsage 4 inches                      |                                                     |    |         |  |
| 1                                                                       | set           | Arch Entrance with Flower Decorations           |                                                     |    |         |  |
| 1                                                                       | set           | Aisle/Running Arrangement                       |                                                     |    |         |  |
|                                                                         |               | ***nothing follows***                           |                                                     |    |         |  |
|                                                                         |               |                                                 |                                                     |    |         |  |
|                                                                         |               |                                                 |                                                     |    |         |  |



**TERMS AND CONDITIONS:**

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es