



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: 3/26/2025  
Quotation No:2025-0205

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 Meals for GAD related trainings of MCDO**, 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)		
Supply & Delivery of Meals for GAD related trainings of MCDO			Three Hundred Twenty Three Thousand Pesos Only		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
100	pax	<b>30-Apr-25</b>			
		<b>Gender Mainstreaming, Mechanism and Instruments for Cooperatives</b> (General Assembly of Muntinlupa City Cooperative Development Council)			
		<b>AM Snack</b>			
		• Corned Beef Pandesal			
		<b>LUNCH (Buffet C)</b>			
		• Salad			
		✓ Selection of Garden Greens w/			
		Various Dressings			



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		• Soup				
		✓ Sinigang na Baboy				
		• Main Dish				
		✓ Chicken Inasal				
		✓ Crispy Lechon Kawali				
		✓ Fish Escabeche				
		✓ Pancit Bihon				
		✓ Steamed White Rice				
		• Dessert				
		✓ Leche Flan				
		<b>PM Snack</b>				
		• Cream Puff				
70	pax	<b>18-Jul-25</b>				
		<b>Seminar-Workshop on Gender &amp; Leadership</b>				
		(Transport Coops & Fisherfolks)				
		<b>AM Snack</b>				
		• Chicken Sausage on a Bun				
		<b>LUNCH (Buffet A)</b>				
		• Salad				
		✓ Selection of Garden Greens w/ Various Dressings				
		• Soup				
		✓ Cream of Pumpkin and Carrot Soup				
		• Main Dish				
		✓ Fish Fillet in Lemon Butter Caper Sauce				
		✓ Roasted Chicken Spanish Style Pineapple and Rosemary Brined Roast Pork				
		✓ Buttered Vegetables				
		✓ Steamed White Rice				
		• Dessert				
		✓ Fresh Fruits				
		<b>PM Snack</b>				
		• Chocolate Cream Slice				
		<b>ENTITLEMENTS</b>				
		✓ Use of Function Room ✓Morning and/or Afternoon Coffee				



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		Breaks				
		✓ Dedicated Banquet Service Butler				
		✓ One Round of Iced Tea, Pandan				
		Juice or Soda				
		Conference Pads and Pencils for				
		each Participant				
		✓ Wi-Fi Access				
		✓ Flipchart with Paper				
		✓ Whiteboard with Markers				
		Mints and Candies				
		Basic Sound System with 2 Wired Microphones				
		✓ LCD Projector and Screen (Laptop and Operator c/o Client)				
		<b>PREFERRED VENUE:</b>				
		✓MUNTINLUPA CITY				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
100	pax	<b>30-Apr-25</b>				
		<b>Gender Mainstreaming, Mechanism and Instruments for Cooperatives</b>				
		(General Assembly of Muntinlupa City Cooperative Development Council)				
		<b>AM Snack</b>				
		• Corned Beef Pandesal				
		<b>LUNCH (Buffet C)</b>				
		• Salad				
		✓ Selection of Garden Greens w/ Various Dressings				
		• Soup				
		✓ Sinigang na Baboy				
		• Main Dish				
		✓ Chicken Inasal				
		✓ Crispy Lechon Kawali				
		✓ Fish Escabeche				
		✓ Pancit Bihon				
		✓ Steamed White Rice				





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		• Dessert				
		✓ Leche Flan				
		<b>PM Snack</b>				
		• Cream Puff				
70	pax	<b>18-Jul-25</b>				
		<b>Seminar-Workshop on Gender &amp; Leadership</b>				
		(Transport Coops & Fisherfolks)				
		<b>AM Snack</b>				
		• Chicken Sausage on a Bun				
		<b>LUNCH (Buffet A)</b>				
		• Salad				
		✓ Selection of Garden Greens w/ Various Dressings				
		• Soup				
		✓ Cream of Pumpkin and Carrot Soup				
		• Main Dish				
		✓ Fish Fillet in Lemon Butter Caper Sauce				
		✓ Roasted Chicken Spanish Style Pineapple and Rosemary Brined Roast Pork				
		✓ Buttered Vegetables				
		✓ Steamed White Rice				
		• Dessert				
		✓ Fresh Fruits				
		<b>PM Snack</b>				
		• Chocolate Cream Slice				
		<b>ENTITLEMENTS</b>				
		✓ Use of Function Room ✓Morning and/or Afternoon Coffee				
		Breaks				
		✓ Dedicated Banguet Service Butler ✓ One Round of Iced Tea, Pandan Juice or Soda				
		Conference Pads and Pencils for each Participant				
		✓ Wi-Fi Access				
		✓ Flipchart with Paper				



**TERMS AND CONDITIONS:**

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es