



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: 4/21/2025  
Quotation No:2025-0253

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 **Accommodation w/ Meals & use of Pavillion for Child Development Teachers' Celebration & Seminar Lecture on Social Emotional Learning**, 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:

<b>Procurement Project</b>			<b>Approved Budget for the Contract (ABC)</b>		
<b>Accommodation w/ Meals &amp; use of Pavillion for Child Development Teachers' Celebration &amp; Seminar Lecture on Social Emotional Learning</b>			Six Hundred Thousand Pesos Only		
QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
125	pax	<b>Accommodation and Food</b>			
		<b>3 Days and 2 Nights Accommodation ((20) Rooms Quintuplets sharing</b>			
		<b>Day 1</b> - AM Snack, Lunch, PM Snack and Dinner			
		<b>Day 2</b> - Full Breakfast, Am Snack, Lunch, PM Snack and Dinner with Socials			
		<b>Day 3</b> - Full Breakfast, Am Sanck and Lunch			
		<b>with the following Concession and Amenities:</b>			
		1) Free Welcome Tarpaulin			



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		2) Free use of Function Room for 8 Hours and Standard Conference Room equipped with widescreen, whiteboard marker and eraser				
		3) Free Sounds System and microphones				
		4) Free pencils and pads				
		5) Free use of LCD Projector and Screen				
		6) Free Flowing Coffee during conference proper				
		7) Free wi-fi access at the rooms, lobby area and function rooms				
		8) Free use of swimming pool				
		9) 10% discount at Tipanan Restaurant and Facio Coffee and Cocktails				
		- Free use of pavilion 3				
		Preferred Venue: within Tagaytay City				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
125	pax	<b>Accommodation and Food</b>				
		<b>3 Days and 2 Nights Accommodation ((20) Rooms Quintuplets sharing</b>				
		<b>Day 1</b> - AM Snack, Lunch, PM Snack and Dinner				
		<b>Day 2</b> - Full Breakfast, Am Snack, Lunch, PM Snack and Dinner with Socials				
		<b>Day 3</b> - Full Breakfast, Am Sanck and Lunch				
		<b>with the following Concession and Amenities:</b>				
		1) Free Welcome Tarpaulin				
		2) Free use of Function Room for 8 Hours and Standard Conference Room equipped with widescreen, whiteboard marker and eraser				
		3) Free Sounds System and microphones				
		4) Free pencils and pads				
		5) Free use of LCD Projector and Screen				
		6) Free Flowing Coffee during conference proper				



**TERMS AND CONDITIONS:**

- Email address/es