



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: 6/2/2025  
Quotation No:2025-0317

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 **Venue & Meals for the conduct of Joint Planning Summit & 1st Sem CDC Assembly**, 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)			
Venue & Meals for the conduct of Joint Planning Summit & 1st Sem CDC Assembly			Five Hundred Nine Thousand Pesos only			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS	
			Yes	No		
		<b>Joint Planning Summit and 1st CDC Assembly for FY 2026 AIP Prep.</b>				
		June 20, 2025				
220	pax	Venue with an LED wall with an inclusive 1 AM snack, overflowing coffee,				
		Buffet Lunch with 1 round of iced tea, and 1 PM snack				
		LED wall				
		(Preferred within Muntinlupa City)				



**TERMS AND CONDITIONS:**

- Signature over Printed Name

Position/Designation

Office Telephone No. \_\_\_\_\_

Mobile Phone No./Fax No.

Email address/es