



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: 6/9/2025
Quotation No:2025-0333

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 **Function Room Rental with Meals and Snacks for the conduct of Basic Workplace Etiquette and Professionalism Workshop and Gener Fair Language 101**, 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)
Function Room Rental with Meals and Snacks for the conduct of Basic Workplace Etiquette and Professionalism Workshop and Gener Fair Language 101	Nine Hundred Thirty Eight Thousand Six Hundred Pesos only

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
55	pax	4-Jul-25			
		am snack, buffet			
		lunch & pm snack			
55	pax	11-Jul-25			
		am snack, buffet			
		lunch & pm snack			
55	pax	18-Jul-25			
		am snack, buffet			



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		lunch & pm snack			
		ENTITLEMENTS			
		Use of function room			
		dedicated banquet service butler			
		one round of ice tea, pandan juice or soda			
		wi-fi access			
		conference pads and pencils			
		basic sound system with 2 wired microphones			
		lcd projector and screen (laptop, and operator c/o client)			
55	pax	8-Aug-25			
		am snack, buffet			
		lunch & pm snack			
55	pax	15-Aug-25			
		am snack, buffet			
		lunch & pm snack			
55	pax	29-Aug-25			
		am snack, buffet			
		lunch & pm snack			
		ENTITLEMENTS			
		Use of function room			
		dedicated banquet service butler			
		one round of ice tea, pandan juice or soda			
		wi-fi access			
		conference pads and pencils			
		basic sound system with 2 wired microphones			
		lcd projector and screen (laptop, and operator c/o client)			
55	pax	12-Sep-25			
		am snack, buffet			
		lunch & pm snack			



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55	pax	19-Sep-25				
		am snack, buffet				
		lunch & pm snack				
54	pax	26-Sep-25				
		am snack, buffet				
		lunch & pm snack				
		ENTITLEMENTS				
		Use of function room				
		dedicated banquet service butler				
		one round of ice tea, pandan juice or soda				
		wi-fi access				
		conference pads and pencils				
		basic sound system with 2 wired microphones				
		lcd projector and screen (laptop, and operator c/o client)				
		NOTE: Preferably within hotels in Muntinlupa City				
		Staggered delivery, staggered payment				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
55	pax	4-Jul-25				
		am snack, buffet				
		lunch & pm snack				
55	pax	11-Jul-25				
		am snack, buffet				
		lunch & pm snack				
55	pax	18-Jul-25				
		am snack, buffet				
		lunch & pm snack				
		ENTITLEMENTS				



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		Use of function room			
		dedicated banquet service butler			
		one round of ice tea, pandan juice or soda			
		wi-fi access			
		conference pads and pencils			
		basic sound system with 2 wired microphones			
		lcd projector and screen (laptop, and operator c/o client)			
55	pax	8-Aug-25			
		am snack, buffet			
		lunch & pm snack			
55	pax	15-Aug-25			
		am snack, buffet			
		lunch & pm snack			
55	pax	29-Aug-25			
		am snack, buffet			
		lunch & pm snack			
		ENTITLEMENTS			
		Use of function room			
		dedicated banquet service butler			
		one round of ice tea, pandan juice or soda			
		wi-fi access			
		conference pads and pencils			
		basic sound system with 2 wired microphones			
		lcd projector and screen (laptop, and operator c/o client)			
55	pax	12-Sep-25			
		am snack, buffet			
		lunch & pm snack			
55	pax	19-Sep-25			
		am snack, buffet			
		lunch & pm snack			



TERMS AND CONDITIONS:

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es