



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: 6/17/2025  
Quotation No:2025-0345

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration No.(required): \_\_\_\_\_

The **City Government of Muntinlupa**, through its Bids and Awards Committee, intends to procure **Accommodation with Full Board Meals for the Seminar-Workshop of Records Counter Disaster Preparedness and Basic Continuity**, 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>		
Accommodation with Full Board Meals for the Seminar-Workshop of Records Counter Disaster Preparedness and Basic Continuity			One Hundred Fifty Thousand Pesos only		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		Accommodation			
3	room	Deluxe King Room (1 King Bed / 1pax)			
9	room	Deluxe Family Room (2 Queen Beds / 4pax)			
1	room	Deluxe Twin Room (2 Single Beds / 2pax)			
5	room	Premium Family Room (3 Queen Beds / 6pax)			
71	pax	Function Room with Meals			



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		<b>INCLUSIONS:</b>				
		Use of Function Room.				
		Free Flowing Coffee and Water Station				
		Free Wifi				
		Free use of LCD Projector and Wide Screen				
		Free use of Public Announcement System with two (2) Microphones				
		Free use of Flag Pole with Stand (if needed) and Podium				
		Free use of White Board set with Marker and Eraser				
		Complimentary Pens, Papers, Candy Mints				
		Free Tarpaulin (5x4)				
		Table & Chairs (Basic set-up)				
		<i>Note: Within Tagaytay Area</i>				
Summary of Approved Budget			<b>OFFERED QUOTATION</b>			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Accommodation				
3	room	Deluxe King Room (1 King Bed / 1pax)				
9	room	Deluxe Family Room (2 Queen Beds / 4pax)				
1	room	Deluxe Twin Room (2 Single Beds / 2pax)				
5	room	Premium Family Room (3 Queen Beds / 6pax)				
71	pax	Function Room with Meals				
		<b>INCLUSIONS:</b>				
		Use of Function Room.				





**TERMS AND CONDITIONS:**

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es