



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: 7/8/2025
Quotation No:2025-0380

Company Name: _____

Address: _____

TIN: _____

PhilGEPS Registration No.(required): _____

The **City Government of Muntinlupa**, through its Bids and Awards Committee, intends to procure **Venue Rental with Meals and Room Accommodation for the conduct of Camp Management Plan writeshop w/ the 9 barangays and selected LDRRMC TWG members**, 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 Rental with Meals and Room Accommodation for the conduct of Camp Management Plan writeshop w/ the 9 barangays and selected LDRRMC TWG members			Two Hundred Thirty Eight Thousand Eight Hundred Seventy Five Pesos only			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS	
			Yes	No		
60	pax	Venue Rental & Food Package (2-day Package)				
		Venue Essentials Package/ Inclusion:				
		-Use of function room for eight (8) hours				
		-Fully air-conditioned function room and comfort rooms				
		-Well-maintained comfort rooms and function room				
		-Buffet lunch in a function room				



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		-Morning and afternoon coffee breaks				
		-Free flowing coffee and tea				
		-One round of iced tea or pandan juice or soda				
		-Free use of one (1) LCD projector and projection screen				
		-Conference pads and pencils for each participant				
		-Internet: Allocated Shared wireless internet bandwidth up to 10MB.				
		-Two (2) wired microphones and extra if needed				
		-Basic sound system with 2 wired microphones				
		-Flipchart with paper				
		-Whiteboard with markers				
		-Mints and candies				
		-Dedicated banquet service butler				
		-Complimentary whole day car passes equivalent 20% of the total number of attendees will be provided				
		-Additional tables as needed in the activity				
1	room	Standard Room Accomodation for Resource Persons (1 Night x 1 Room) Duplex with 1 extra bed				
1	room	Standard Room Accomodation for Resource Persons (1 Night x 1 Room)				
		Entitlements:				
		Daily buffet breakfast at Acaci				
		Complimentary coffee and tea making facilities				
		Complimentary bottled water				
		Complimentary Wi-Fi internet access				
		Complimentary parking				



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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
60	pax	Venue Rental & Food Package (2-day Package)				
		Venue Essentials Package/ Inclusion:				
		-Use of function room for eight (8) hours				
		-Fully air-conditioned function room and comfort rooms				
		-Well-maintained comfort rooms and function room				
		-Buffet lunch in a function room				
		-Morning and afternoon coffee breaks				
		-Free flowing coffee and tea				
		-One round of iced tea or pandan juice or soda				
		-Free use of one (1) LCD projector and projection screen				
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		-Additional tables as needed in the activity				
1	room	Standard Room Accomodation for Resource Persons (1 Night x 1 Room) Duplex with 1 extra bed				



TERMS AND CONDITIONS:

- Email address/es