



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: 7/15/2025
Quotation No:2025-0400

Company Name: _____

Address: _____

TIN: _____

PhilGEPS Registration No.(required): _____

The **City Government of Muntinlupa**, through its Bids and Awards Committee, intends to procure **Venue Rental w/ Meals for Village Management Seminar of the Four Assisted Urban Poor Communities**, 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 w/ Meals for Village Management Seminar of the Four Assisted Urban Poor Communities			One Hundred Fourteen Thousand Pesos only			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS	
			Yes	No		
		Meals and Venue				
30	pax	Day 1				
		AM Snacks - Corned Beef Pandesal				
		Lunch - Buffet				
		PM Snacks - Chocolate Brownies Éclair				
30	pax	Day 2				
		AM Snacks - Chicken Empanada				
		Lunch - Buffet				
		PM Snacks - Tuna Sandwich				
		Entitlements:				



Republic of the Philippines
City Government of Muntinlupa
 National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

		* Use of a Function Room				
		* Morning and/or Afternoon Coffee Breaks				
		* Dedicated Banquet Service Butler				
		* Free Flowing Coffee and Tea for the Duration of the Meeting				
		* One Round of Iced Tea, Pandan Juice or Soda for Lunch				
		* Conference Pads and Pencils for each Participant				
		* Wi-Fi Access				
		* Flipchart with Paper				
		* Whiteboard with Markers				
		* Mint and Candies				
		* Basic Sound System with 2 Wired Microphones				
		* LCD Projector and Screen				
		Preferred Location: Muntinlupa City				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Meals and Venue				
30	pax	Day 1				
		AM Snacks - Corned Beef Pandesal				
		Lunch - Buffet				
		PM Snacks - Chocolate Brownies Éclair				
30	pax	Day 2				
		AM Snacks - Chicken Empanada				
		Lunch - Buffet				
		PM Snacks - Tuna Sandwich				
		Entitlements:				
		* Use of a Function Room				
		* Morning and/or Afternoon Coffee Breaks				
		* Dedicated Banquet Service Butler				
		* Free Flowing Coffee and Tea for the Duration of the Meeting				
		* One Round of Iced Tea, Pandan Juice or Soda for Lunch				



1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Email address/es