



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: 7/29/2025
Quotation No:2025-0416

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 Camp Coordination & Camp Management Training & Internally Displaced Persons Protection Training**, 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 Camp Coordination & Camp Management Training & Internally Displaced Persons Protection Training	Six Hundred Seventy Thousand Five Hundred Pesos only

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS	
			Yes	No		
110	pax	Venue Rental & Food Package				
		(3-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				



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		- 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 to 20% of the total number of attendees will be provided				
		- Additional tables as needed in the activity				
4	rooms	Standard Room Accomodation for Resource Persons				
		(2 Nights x 2 Rooms) Duplex with 1 extra bed				
4	rooms	Standard Room Accomodation for Resource Persons				
		(2 Nights x 2 Rooms)				
		Entitlements:				
		Daily buffet breakfast at Acaci				
		Complimentary coffee and tea making facilities				
		Complimentary bottled water				
		Complimentary Wi-Fi internet access				
		Complimentary parking				
Summary of Approved Budget			OFFERED QUOTATION			



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QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
110	pax	Venue Rental & Food Package				
		(3-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				
		- Conference pads and pencils for each participant				
		-Internet: Allocated Shared wireless internet bandwidth up to 10MB.				
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		- Mints and candies				
		- Dedicated banquet service butler				
		- Complimentary whole day car passes equivalent to 20% of the total number of attendees wil be provided				
		- Additional tables as needed in the activity				
4	rooms	Standard Room Accomodation for Resource Persons				
		(2 Nights x 2 Rooms) Duplex with 1 extra bed				



TERMS AND CONDITIONS:

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es