



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:2025-0422

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 the Year End Assessment and Planning Workshop**, 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 the Year End Assessment and Planning Workshop	Fifty Thousand Three Hundred Fifty Pesos only

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS	
			Yes	No		
		Meals and Venue				
		AM Snack - Chocolate Brownies Éclair				
19	pax	Buffet Lunch				
		PM Snack - Mini Pizzas				
		Entitlements:				
		* Use of Function Room				
		* Morning and/or Afternoon Coffee Breaks				
		* Dedicated Banquet Service Butler				



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		* 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				
		* Mints and Candies				
		* Basic Sound System with 2 Wired Microphones				
		* LCD Projector and Screen				
		Location: Within Muntinlupa City				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Meals and Venue				
		AM Snack - Chocolate Brownies Éclair				
19	pax	Buffet Lunch				
		PM Snack - Mini Pizzas				
		Entitlements:				
		* Use of 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				



TERMS AND CONDITIONS:

- Email address/es