



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: 9/6/2022
Quotation No:2022-0161

Company Name: _____

Address: _____

Business Permit No.: _____

TIN: _____

PhilGEPS Registration No.(required): _____

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure for the PURCHASE OF OFFICE SUPPLIES FOR THE PROPOSED ESTABLISHMENT OF KALINGANG MUNTI ACTION CENTER which will be undertaken in accordance with Section 52.1.B 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. Submit your quotation duly signed by you or your duly authorized representative not later than the **DEADLINE** on **September 12, 2022**.

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. Latest Income/Business Tax Return, (Certified True Copy)	5. Certificate of Registration (Certified True Copy)
3. Accomplished and Notarized Omnibus Sworn Statement (Original)	

Quotations/Proposals may be submitted to the BAC SEC of the City Government of Muntinlupa.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127



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CERT. CODE : QMS0708041506KA-001

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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)
PURCHASE OF OFFICE SUPPLIES FOR THE PROPOSED ESTABLISHMENT OF KALINGANG MUNTI ACTION CENTER	One Hundred Seventy Five Thousand Eighty Seven Pesos (Php175,087.00)

Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
240	ream	Paper, Bond/Copier, Long (8.5x13") sub 20 (70gsm)			
120	ream	Paper, Bond/Copier, Short (8.5x11") sub 20 (70gsm)			
20	ream	Paper, Bond/Copier,A4 (8.27x11.69") sub 20 (70gsm)			
10	pc	Pencil Sharpener, doble cutter head			
500	pc	Folder, Expanding, long,yellow			
30	pc	Record Book, hard bound, 500 leaves, red			
12	pc	Stapler, with staple wire remover			
10	bx	Fastener, plastic, 70mm, 50sets/box			
20	pc	Scissors, heavy duty, 6"			
40	pc	correction tape			
10	pc	Document Box, hard bound, 16x13x10, with cover, blue			
11	pc	Desk tray, 3 rack			
4	pc	puncher, ordinary, 2 holes			
20	box	paper clip, small, plastic coated, 100s/box			
120	pc	binder clip,3" bulldog			
10	bx	binder clip, backfold, 1 1/4" (32mm), 12s/box			
10	bx	binder clip, backfold, 2" (50mm), 12s/box			
12	bx	highlighter, neon yellow			



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Your Quotation						
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
240	ream	Paper, Bond/Copier, Long (8.5x13") sub 20 (70gsm)				
120	ream	Paper, Bond/Copier, Short (8.5x11") sub 20 (70gsm)				
20	ream	Paper, Bond/Copier, A4 (8.27x11.69") sub 20 (70gsm)				
10	pc	Pencil Sharpener, doble cutter head				
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12	bx	highlighter, neon yellow				
		TOTAL	175,087.00		Total Offered quotation (In Php)	PhP



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TERMS AND CONDITIONS:

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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es



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