



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: 11/23/2022
Quotation No:2022-0308

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, JANITORIAL & COVID SUPPLIES TO BE USED IN COMELEC MUNTINLUPA** which will be undertaken in accordance with **Section 52.1.8** 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 November 28, 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)	3. PhilGEPS Registration (Certified True Copy)
2. Accomplished and Notarized Omnibus Sworn Statement (Original)	4. Certificate of Registration (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



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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, JANITORIAL & COVID SUPPLIES TO BE USED IN COMELEC MUNTINLUPA	Three Hundred Forty Eight Thousand One Hundred Sixty One Pesos (Php348,161.00)

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
5	box	Envelope, brown, long, 500s/box			
5	box	Envelope, brown, short, 500s/box			
500	pc	Folder, long, PT. 14 U.S. white			
500	pc	Folder, short, PT. 14 U.S. white			
500	pc	Folder, expanding, long, blue			
500	pc	Folder, expanding, short, blue			
72	pc	Marker, whiteboard, broad, black			
72	pc	Marker, whiteboard, broad, blue			
6	pc	Eraser, blackboard/whiteboard, magnetic			
5	box	Envelope, expanding, long w/string, brown, 100s/box			
4	pc	Brother BT5000, Cyan			
4	pc	Brother BT5000, Magenta			
4	pc	Brother BT5000, Yellow			
4	pc	Brother LC535XL, Black			
10	pc	Calculator, 12 digits			
10	pc	Pencil sharpener, double cutter head			
10	pc	Pencil sharpener, grinding, big, heavy duty			
2	box	Pencil, #2, 12s/box			
20	pc	Record Book, 150 leaves, soft-bound			
20	box	Paper clip, jumbo, plastic-coated, 100s/box			
20	box	Paper clip, small, plastic-coated, 100s/box			
20	box	Fastener, plastic, 70mm, 50sets/box			
10	box	Envelope, mailing, long, white, window type, 70gsm, 500s/box			
10	pc	Glue, Multi-Purpose, 240g			
6	pc	BROTHER TONER TN3448			
100	ream	Paper, bond/copier, long (8.5x11"), sub.20, 70gsm			
100	ream	Paper, bond/copier, short (8.5x11"), sub.20, 70gsm			



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10	pc	Stapler w/staple wire remover, HD			
50	box	Staple Wire #35, 5000s/box			
100	pc	Pen, Gel, 0.5, black			
100	pc	Pen, Gel, 0.5, blue			
2	pc	Ink, Gestetner, DX-2430			
10	pc	Tape Dispenser, heavy duty, for 1"			
10	pc	Puncher, heavy duty, 2 Holes, w/ Adjustment Rail			
4	pc	Epson 003, Black			
4	pc	Epson 003, Cyan			
4	pc	Epson 003, Magenta			
4	pc	Epson 003, Yellow			
24	pc	Pen, Sign, Hi-Tech Point Grip, V10, Blue			
2	pc	Correction Tape			
50	roll	Tape, clear, 1', 50m			
10	pc	Ruler, acrylic, 12"			
10	box	Binder Clip, backfold, 1 1/4", 32mm, 12s/box			
5	box	Binder Clip, backfold, 1', 25mm, 12s/box			
5	box	Binder Clip, backfold, 2", 50mm, 12s/box			
10	pc	Scissors, 8", heavy duty			
10	pack	Paper, Sticker-type, A4 (8.27x11.69"), matte, 10s/pack			
2	pc	Toner, KYOCERA TK6113			
72	pc	Marker, permanent, broad, black			
72	pc	Marker, permanent, broad, blue			
6	pc	Mop, For Floor, Turbo w/ Washer & Drainer, Big			
6	pc	Broom, soft (tambo), HD			
12	pack	Trash Bag, XL, 10s/pack, Black			
12	pouch	Detergent, Powder All Purpose, 1 kilo			
24	can	Disinfectant Liquid, Aerosol Spray, 340g			
24	can	Insect Spray, Aerosol type, 500ml			
24	pc	Deodorizer Cake, 100g, Lemon Scent			
24	btl	Dishwashing Liquid Soap, 495ml			
12	pc	Door Mat, Big Cloth (RAG)			
12	btl	Bleach, 1000ml, Lemon			
24	btl	Alcohol, 70% Ethyl, 500ml			
24	btl	Soap, for hand, liquid, anti-bacterial, pump, 450ml			
48	box	Face Mask, Surgical, 3-ply, 50s/box			
24	pack	Paper Kitchen Towel, 75 pulls			
4	pack	Tissue Paper, 3-ply, 12 rolls/pack			



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Your Quotation

Summary of Approved Budget			OFFERED QUOTATION			
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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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