



Republic of the Philippines  
**City Government of Muntinlupa**  
National Road Putatan Muntinlupa City  
**BIDS and AWARDS COMMITTEE**  
[www.muntinlupacity.gov.ph](http://www.muntinlupacity.gov.ph)

**REQUEST FOR QUOTATION**

Date: 12/19/2022  
Quotation No:2022-0367

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 **Office & Janitorial Supplies for COA Muntinlupa**, which will be undertaken in accordance with **Section 52.1.b** of the 2016 Revised Implementing Rules and Regulations of Republic Act

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)	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

**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:

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
Office & Janitorial Supplies for COA Muntinlupa	Seventy One Thousand Eight Hundred Nineteen pesos

**Technical Specifications:**

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
2	box	Signpen Ener Gel			
2	box	Pencil #2			
2	box	A4			
2	packs	Tissue			
2	reams	Morocco Letter Size			
2	btl	Handsoap			



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5	pad	Yellow Pad			
2	box	Ballpen Black			
100	pc	Folder Ordinary, Long			
50	pc	Folder Ordinary, Short			
50	pc	Expanded Folder, Long			
2	box	PentelPen			
50	pc	Expanded Envelope			
5	roll	Rope Straw			
10	pc	HP 678 Black			
10	pc	HP 678 Color			
10	pc	USB Transcend			
10	pc	HP 680 Black			
10	pc	HP 680 Color			
4	roll	Scotch Tape			
3	pc	Adaptor (universal)			
2	box	Binder Clip, Small			
2	box	Binder Clip, Medium			

**Your Quotation**

Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
2	box	Signpen Ener Gel				
2	box	Pencil #2				
2	box	A4				
2	packs	Tissue				
2	reams	Morocco Letter Size				
2	btl	Handsoap				
5	pad	Yellow Pad				
2	box	Ballpen Black				
100	pc	Folder Ordinary, Long				
50	pc	Folder Ordinary, Short				
50	pc	Expanded Folder, Long				
2	box	PentelPen				
50	pc	Expanded Envelope				
5	roll	Rope Straw				
10	pc	HP 678 Black				
10	pc	HP 678 Color				
10	pc	USB Transcend				
10	pc	HP 680 Black				
10	pc	HP 680 Color				
4	roll	Scotch Tape				
3	pc	Adaptor (universal)				
2	box	Binder Clip, Small				



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2	box	Binder Clip, Medium			
			71,819.00	Total Offered quotation (in Php)	Php _____

**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