



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: 7/20/2023  
Quotation No:2023-0341

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 "Purchase of Various Brochures & Flyers to be used in Various Activity of CHO", 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. Latest Income Tax (Certified True Copy)	5. Certificate of Registration (Certified True Copy)
3. Omnibus Sworn Statement (Original)	

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)
Purchase of Various Brochures & Flyers to be used in Various Activity of CHO	Two Hundred Twelve Thousand Three Hundred Twenty Five Pesos

**Technical Specifications:**

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
11	set	Healthy Young Ones flip tarp, with string wooden frame, 24"W x 36"L, 12pages per set			
19	ream	Home Education Activities Drugs Suicidality Sexually (HEADS) forms, 8.5x11.3 blank-to-back			
145	piece	Family Planning flyer, glossy type, 3folds, 8.5x11			



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90	piece	Cervical Cancer Awareness, glossy, 4folds, 8.5x18			
90	piece	Mga Kaalaman sa Breast Cancer, 4folds, 8.5x18			
1,000	piece	a. Sticker on fortified flour for posting in bakeries, 8.3x5.5			
2,500	piece	b. Sticker on iodized salt for posting in market stalls and sari-sari stores, 8.3x5.5			
2,000	piece	c. Sticker on SPS products for posting in market stalls and sari-sari stores, 8.5x5.5			
2,000	piece	d. Sticker on fortified oil for posting in market stalls and sari-sari stores, 8.3x5.5			
		<b>Posting of Growth charts (board paper material, size 8.5" x 13" with clear sheet protection)</b>			
20	piece	a. Weight for age, Birth to 6 months, Boys			
75	piece	b. Weight for age, 6-24 months, Boys			
100	piece	c. Weight for age, 24-71 months, Boys			
20	piece	d. Weight for age, Birth to 6 months, Girls			
75	piece	e. Weight for age, 6-24 months, Girls			
100	piece	f. Weight for age, 24-71 months, Girls			
20	piece	g. Length for age, Birth to 6 months, Boys			

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QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
11	set	Healthy Young Ones flip tarp, with string wooden frame, 24"W x 36"L, 12pages per set				
19	ream	Home Education Activities Drugs Suicidality Sexually (HEADSS) forms, 8.5x13 back-to-back				
145	piece	Family Planning flyer, glossy type, 3folds, 8.5x11				
90	piece	Cervical Cancer Awareness, glossy, 4folds, 8.5x18				
90	piece	Mga Kaalaman sa Breast Cancer, 4folds, 8.5x18				
1000	piece	a. Sticker on fortified flour for posting in bakeries, 8.3x5.5				
2500	piece	b. Sticker on iodized salt for posting in market stalls and sari-sari stores, 8.3x5.5				
2000	piece	c. Sticker on SPS products for posting in market stalls and sari-sari stores, 8.5x5.5				
2000	piece	d. Sticker on fortified oil for posting in market stalls and sari-sari stores, 8.3x5.5				
		Posting of Growth charts (board paper material, size 8.5" x 13" with clear sheet protection)				
20	piece	a. Weight for age, Birth to 6 months, Boys				
75	piece	b. Weight for age, 6-24 months, Boys				
100	piece	c. Weight for age, 24-71 months, Boys				
20	piece	d. Weight for age, Birth to 6 months, Girls				
75	piece	e. Weight for age, 6-24 months, Girls				
100	piece	f. Weight for age, 24-71 months, Girls				

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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/Engineering Office shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.*

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Mobile Phone No./Fax No.

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Email address/es