



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: 8/1/2023
Quotation No:2023-0360

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 office and janitorial supplies to be used at COA" which will be undertaken in accordance with Section 52.1.b 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 office and janitorial supplies to be used at COA	TWO HUNDRED NINETY THREE THOUSAND FIVE HUNDRED FIFTY SIX PESOS AND FIFTEEN CENTAVOS ONLY

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
50	REAMS	PAPER, BOND/COPIER, A4 (8.27X11.69"), SUB 20 (70GSM), REAM			
40	REAMS	PAPER, BOND/COPIER, SHORT (8.5X11") SUB 20 (70GSM), REAM			
20	REAMS	PAPER, BOND/COPIER, LEGAL (8.5X14"), SUB 20 (70GSM), REAM			
15	PACKS	INDEX CARD, 4X6", 100S/PACK			



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8	PADS	NOTE PAD, STICK-ON, 4X6, RULED, YELLOW, 100 SHEETS/PAD			
6	PADS	NOTE PAD, STICK-ON, POST-IT STRIPS, 5 PADS			
3	PADS	PAPER, YELLOW PAD, 80 LEAVES			
5	PCS	RECORD BOOK, HARD-BOUND, 500 LEAVES, RED			
20	PCS	RECORD BOOK, SOFT-BOUND, 150 LEAVES			
10	PCS	CORRECTION TAPE, 5MM WIDE, 5M LONG			
10	PCS	CORRECTION PEN, LIQUID, 7ML			
10	PCS	ERASER, RUBBER, 43MM			
10	PCS	HIGHLIGHTER, NEON YELLOW, HEAVY DUTY			
10	PCS	HIGHLIGHTER, NEON ORANGE, HEAVY DUTY			
30	PCS	MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING			
30	PCS	PEN, BALL-POINT, BLACK, 0.7MM TIP, JOT			
30	PCS	PEN, BALL-POINT, RED, 0.7MM TIP, JOT			
30	PCS	PEN, SIGN, GEL, 0.5MM, BLACK			
20	PCS	PEN, SIGN, GEL, 0.5MM, RED			
20	PCS	PEN, SIGN, GEL, 0.5MM, BLUE			
1	BOX	ENVELOPE, BROWN, LONG, 500S/BOX			
2	BOXES	ENVELOPE, BROWN, SHORT, 500S/BOX			
1	BOX	ENVELOPE, EXPANDABLE, LONG W/ STRING, 100S/BOX			
2	BOXES	ENVELOPE, EXPANDABLE, SHORT W/ STRING, 100S/BOX			



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2	BOXES	ENVELOPE, MAILING, LONG, WHITE, 70GSM, 500S/BOX			
2	BOXES	ENVELOPE, MAILING, SHORT, WHITE, 70GSM, 500S/BOX			
2	BOXES	FOLDER, EXPANDABLE, LONG, BLUE, 100S/BOX			
2	BOXES	FOLDER, EXPANDABLE, SHORT, BLUE, 100S/BOX			
2	BOXES	FOLDER, LONG, PT 14 U.S WHITE, 100S/BOX			
2	BOXES	FOLDER, SHORT, PT 14 U.S WHITE, 100S/BOX			
10	PCS	BALIK BAYAN BOX, 20 X 20 X 20", PIECE			
100	PCS	BINDER CLIP, 3" BULLDOG			
10	BOXES	BINDER CLIP, BACKFOLD, 1" (25MM), 12S/BOX			
4	BOXES	BINDER CLIP, BACKFOLD, 2" (50MM), 12S/BOX			
6	BOXES	BINDER CLIP, BACKFOLD, 3/4" (19MM), 12S/BOX			
4	BOXES	BINDER CLIP, BACKFOLD, 1 5/8" (41MM), 12S/BOX			
2	PCS	CALCULATOR, 12 DIGITS			
2	PCS	CALCULATOR, 14 DIGITS			
2	PCS	DATER, MEDIUM, 4MM			
9	BOXES	FASTENER, PLASTIC, 70MM, 50SETS/BOX			
4	BOXES	PAPER CLIP, JUMBO, SILVER, 100S/BOX			
4	BOXES	PAPER CLIP, SMALL, SILVER, 100S/BOX			
4	BOXES	PIN, MAP-TYPE/ ROUND HEAD, 100S/CASE			
2	PCS	PUNCHER, HEAVY DUTY, 2 HOLES, WITH ADJUSTMENT RAIL			



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90	PCS	RING BINDER SPRING, PLASTIC, 1/2"			
90	PCS	RING BINDER SPRING, PLASTIC, 1"			
4	BOXES	RUBBER BAND, BIG, FLAT, 350G/BOX			
1	PCS	Ruler Metal type 12"			
6	PCS	SCISSORS, 6", HEAVY DUTY			
6	PCS	STAMP PAD, SMALL			
4	BOTTLES	STAMP, SELF INKING, "CANCELED", 1 x 2.75 INCHES			
20	BOXES	STAPLE WIRE, #35, 5000S/BOX			
2	PCS	STAPLER, HEAVY DUTY W/ staple wire remover			
2	PCS	TAPE DISPENSER, HEAVY DUTY, FOR 1*			
1	BOX	THUMB TACKS, BOX			
2	PCS	BATTERY CHARGER, HEAVY DUTY, FOR AA / AAA, 4-BATTERY CAPACITY			
2	PCS	BATTERY, AA, RECHARGEABLE, HEAVY DUTY, 1500MAH, 2S/PACK			
2	PCS	BATTERY, AAA, RECHARGEABLE, HEAVY DUTY, 700MAH, 2S/PACK			
2	PCS	PASTE, WATER WELL, 200G			
6	PACKS	GLUE GUN, STICK, 4S/PACK			
10	ROLLS	TAPE, CLEAR, 1", ROLL, 50M			
6	ROLLS	TAPE, DOUBLE-ADHESIVE, 1", ROLL, HEAVY DUTY, 10M			
4	ROLLS	TAPE, DUCT, 2", ROLL			
10	ROLLS	TAPE, PACKAGING, 2", ROLL, BROWN			



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4	GALS	ALCOHOL, 70% ISOPROPYL, BOTTLE, 1 GALLON			
10	BOTTLES	ALCOHOL, 70% ISOPROPYL, BOTTLE, 500ML			
6	BOTTLES	BLEACH, BOTTLE, 1L, ORIGINAL			
4	BARS	DETERGENT BAR, ORIGINAL SCENT, (4PCS/BAR)			
4	KLS.	DETERGENT POWDER, ALL PURPOSE, 1 KILO			
8	BOTTLES	DISHWASHING LIQUID SOAP, BOTTLE, 500ML			
12	PCS	DISHWASHING SPONGE, WITH FOAM, SMALL			
8	BOTTLES	DISINFECTANT LIQUID, AEROSOL SPRAY, 510G			
4	BOTTLES	FURNITURE CLEANER, AEROSOL SPRAY, 330ML			
4	BOTTLES	GLASS CLEANER, BOTTLE SPRAY, 500ML			
4	BOTTLES	INSECT SPRAY, AEROSOL-TYPE, 500ML			
5	BOTTLES	MULTI-PURPOSE CLEANER, 500ML			
4	BOTTLES	MURIATIC ACID, BOTTLE, 500ML			
7	PACKS	PAPER KITCHEN TOWEL, 2S/PACK, 75 PULLS			
10	BOTTLES	SOAP, FOR HAND, LIQUID, BOTTLE PUMP, 450ML			
10	ROLLS	STRAW ROPE, ROLL, 1 KILOGRAM			
12	PACKS	TISSUE PAPER, 3-PLY, 12 ROLLS/PACK			
10	BOXES	TISSUE PAPER, BOXED, FACIAL, 130 PULLS			
6	PCS	TOILET BOWL & URINAL CLEANER, 1L			
15	PACKS	TRASH BAG, LARGE (13X13X32), 10S/PACK, YELLOW			



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25	PACKS	TRASH BAG, MEDIUM, 10S/PACK, TRANSPARENT			
20	PACKS	TRASH BAG, XL, 10S/PACK, TRANSPARENT			
2	PACKS	BROOM, CEILING			
4	PCS	BROOM, SOFT			
4	PCS	BROOM, STICK			
5	PCS	BRUSH, FOR FLOOR, WITH HANDLE (PUSH BRUSH)			
10	PCS	DOOR MAT, BIG, CLOTH (RAG)			
1	PCS	DUST PAN, STAINLESS			
2	PCS	MOP, FOR FLOOR, IMOP-TYPE, REFILL RAGS			
5	KLS.	RAG, COTTON, ROUND, PER KILO			
2	PCS	TOILET BOWL BRUSH, WI HANDLE			
1	PC	TOILET RUBBER PUMP, PIECE			
3	PC	TRASH CAN, PLASTIC, W/ COVER, 9.75 LITERS			
10	BOTTLES	AIR FRESHENER, AEROSOL SPRAY, 320 ML			
10	PACKS	TOILET DEODORIZER STRIPS, 3S/PACK			
10	BOTTLES	INK, HP GT-51, BOTTLE, BLACK			
10	BOTTLES	INK, EPSON 003, BOTTLE, BLACK			
10	BOTTLES	INK, EPSON 003, BOTTLE, MAGENTA			
10	BOTTLES	INK, EPSON 003, BOTTLE, YELLOW			
10	BOTTLES	INK, HP GT-51, BOTTLE, BLACK			



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10	BOTTLES	INK, HP GT-52, BOTTLE, CYAN				
10	BOTTLES	INK, HP GT-52, BOTTLE, MAGENTA				
10	BOTTLES	INK, HP GT-52, BOTTLE, YELLOW				
10	BOTTLES	(INK, BROTHER BT6000, BOTTLE, BLACK				
10	BOTTLES	INK, BROTHER BT5000, BOTTLE, MAGENTA				
10	BOTTLES	INK, BROTHER BT5000, BOTTLE, YELLOW				
10	BOTTLES	INK, BROTHER BT6000, BOTTLE, CYAN				
10	PCS	INK, HP 680, CARTRIDGE, BLACK				
10	PCS	INK, HP 680, CARTRIDGE, COLOR				
10	PCS	INK, HP 678, CARTRIDGE, BLACK				
10	PCS	INK, HP 678, CARTRIDGE, TRI-COLOR				
2	PCS	TONER, HP 85A CARTRIDGE				
2	PCS	TONER, KYOCERA TK4109				
1	PC	EXTERNAL HARD DRIVE, USB 3.0, 1 TERABYTE				
8	PCS	FLASH DRIVE, 3.0, 128GB				
1	SETS	KEYBOARD AND MOUSE SET, CORDED				
8	PCS	MOUSE PAD, SMALL, 20CM				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
50	REAMS	PAPER, BOND/COPIER, A4 (8.27X11.69"), SUB 20 (70GSM), REAM				
40	REAMS	PAPER, BOND/COPIER, SHORT (8.5X11") SUB 20 (70GSM), REAM				
20	REAMS	PAPER, BOND/COPIER, LEGAL (8.5X14"), SUB 20 (70GSM), REAM				



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15	PACKS	INDEX CARD, 4X6", 100S/PACK			
8	PADS	NOTE PAD, STICK-ON, 4X6, RULED, YELLOW, 100 SHEETS/PAD			
6	PADS	NOTE PAD, STICK-ON, POST-IT STRIPS, 5 PADS			
3	PADS	PAPER, YELLOW PAD, 80 LEAVES			
5	PCS	RECORD BOOK, HARD-BOUND, 500 LEAVES, RED			
20	PCS	RECORD BOOK, SOFT-BOUND, 150 LEAVES			
10	PCS	CORRECTION TAPE, 5MM WIDE, 5M LONG			
10	PCS	CORRECTION PEN, LIQUID, 7ML			
10	PCS	ERASER, RUBBER, 43MM			
10	PCS	HIGHLIGHTER, NEON YELLOW, HEAVY DUTY			
10	PCS	HIGHLIGHTER, NEON ORANGE, HEAVY DUTY			
30	PCS	MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING			
30	PCS	PEN, BALL-POINT, BLACK, 0.7MM TIP, JOT			
30	PCS	PEN, BALL-POINT, RED, 0.7MM TIP, JOT			
30	PCS	PEN, SIGN, GEL, 0.5MM, BLACK			
20	PCS	PEN, SIGN, GEL, 0.5MM, RED			
20	PCS	PEN, SIGN, GEL, 0.5MM, BLUE			
1	BOX	ENVELOPE, BROWN, LONG, 500S/BOX			
2	BOXES	ENVELOPE, BROWN, SHORT, 500S/BOX			
1	BOX	ENVELOPE, EXPANDABLE, LONG W/ STRING, 100S/BOX			



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2	BOXES	ENVELOPE, EXPANDABLE, SHORT W/ STRING, 100S/BOX			
2	BOXES	ENVELOPE, MAILING, LONG, WHITE, 70GSM, 500S/BOX			
2	BOXES	ENVELOPE, MAILING, SHORT, WHITE, 70GSM, 500S/BOX			
2	BOXES	FOLDER, EXPANDABLE, LONG, BLUE, 100S/BOX			
2	BOXES	FOLDER, EXPANDABLE, SHORT, BLUE, 100S/BOX			
2	BOXES	FOLDER, LONG, PT 14 U.S WHITE, 100S/BOX			
2	BOXES	FOLDER, SHORT, PT 14 U.S WHITE, 100S/BOX			
10	PCS	BALIK BAYAN BOX, 20 X 20 X 20", PIECE			
100	PCS	BINDER CLIP, 3" BULLDOG			
10	BOXES	BINDER CLIP, BACKFOLD, 1" (25MM), 12S/BOX			
4	BOXES	BINDER CLIP, BACKFOLD, 2" (50MM), 12S/BOX			
6	BOXES	BINDER CLIP, BACKFOLD, 3/4" (19MM), 12S/BOX			
4	BOXES	BINDER CLIP, BACKFOLD, 1 5/8" (41MM), 12S/BOX			
2	PCS	CALCULATOR, 12 DIGITS			
2	PCS	CALCULATOR, 14 DIGITS			
2	PCS	DATER, MEDIUM, 4MM			
9	BOXES	FASTENER, PLASTIC, 70MM, 50SETS/BOX			
4	BOXES	PAPER CLIP, JUMBO, SILVER, 100S/BOX			
4	BOXES	PAPER CLIP, SMALL, SILVER, 100S/BOX			
4	BOXES	PIN, MAP-TYPE/ ROUND HEAD, 100S/CASE			



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2	PCS	PUNCHER, HEAVY DUTY, 2 HOLES, WITH ADJUSTMENT RAIL			
90	PCS	RING BINDER SPRING, PLASTIC, 1/2"			
90	PCS	RING BINDER SPRING, PLASTIC, 1"			
4	BOXES	RUBBER BAND, BIG, FLAT, 350G/BOX			
1	PCS	Ruler Metal type 12"			
6	PCS	SCISSORS, 6", HEAVY DUTY			
6	PCS	STAMP PAD, SMALL			
4	BOTTLES	STAMP, SELF INKING, "CANCELED", 1 x 2.75 INCHES			
20	BOXES	STAPLE WIRE, #35, 5000S/BOX			
2	PCS	STAPLER, HEAVY DUTY W/ staple wire remover			
2	PCS	TAPE DISPENSER, HEAVY DUTY, FOR 1*			
1	BOX	THUMB TACKS, BOX			
2	PCS	BATTERY CHARGER, HEAVY DUTY, FOR AA / AAA, 4-BATTERY CAPACITY			
2	PCS	BATTERY, AA, RECHARGEABLE, HEAVY DUTY, 1500MAH, 2S/PACK			
2	PCS	BATTERY, AAA, RECHARGEABLE, HEAVY DUTY, 700MAH, 2S/PACK			
2	PCS	PASTE, WATER WELL, 200G			
6	PACKS	GLUE GUN, STICK, 4S/PACK			
10	ROLLS	TAPE, CLEAR, 1", ROLL, 50M			
6	ROLLS	TAPE, DOUBLE-ADHESIVE, 1", ROLL, HEAVY DUTY, 10M			
4	ROLLS	TAPE, DUCT, 2", ROLL			



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10	ROLLS	TAPE, PACKAGING, 2", ROLL, BROWN			
4	GALS	ALCOHOL, 70% ISOPROPYL, BOTTLE, 1 GALLON			
10	BOTTLES	ALCOHOL, 70% ISOPROPYL, BOTTLE, 500ML			
6	BOTTLES	BLEACH, BOTTLE, 1L, ORIGINAL			
4	BARS	DETERGENT BAR, ORIGINAL SCENT, (4PCS/BAR)			
4	KLS.	DETERGENT POWDER, ALL PURPOSE, 1 KILO			
8	BOTTLES	DISHWASHING LIQUID SOAP, BOTTLE, 500ML			
12	PCS	DISHWASHING SPONGE, WITH FOAM, SMALL			
8	BOTTLES	DISINFECTANT LIQUID, AEROSOL SPRAY, 510G			
4	BOTTLES	FURNITURE CLEANER, AEROSOL SPRAY, 330ML			
4	BOTTLES	GLASS CLEANER, BOTTLE SPRAY, 500ML			
4	BOTTLES	INSECT SPRAY, AEROSOL-TYPE, 500ML			
5	BOTTLES	MULTI-PURPOSE CLEANER, 500ML			
4	BOTTLES	MURIATIC ACID, BOTTLE, 500ML			
7	PACKS	PAPER KITCHEN TOWEL, 25/PACK, 75 PULLS			
10	BOTTLES	SOAP, FOR HAND, LIQUID, BOTTLE PUMP, 450ML			
10	ROLLS	STRAW ROPE, ROLL, 1 KILOGRAM			
12	PACKS	TISSUE PAPER, 3-PLY, 12 ROLLS/PACK			
10	BOXES	TISSUE PAPER, BOXED, FACIAL, 130 PULLS			
6	PCS	TOILET BOWL & URINAL CLEANER, 1L			



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15	PACKS	TRASH BAG, LARGE (13X13X32), 10S/PACK, YELLOW			
25	PACKS	TRASH BAG, MEDIUM, 10S/PACK, TRANSPARENT			
20	PACKS	TRASH BAG, XL, 10S/PACK, TRANSPARENT			
2	PACKS	BROOM, CEILING			
4	PCS	BROOM, SOFT			
4	PCS	BROOM, STICK			
5	PCS	BRUSH, FOR FLOOR, WITH HANDLE (PUSH BRUSH)			
10	PCS	DOOR MAT, BIG, CLOTH (RAG)			
1	PCS	DUST PAN, STAINLESS			
2	PCS	MOP, FOR FLOOR, IMOP-TYPE, REFILL RAGS			
5	KLS.	RAG, COTTON, ROUND, PER KILO			
2	PCS	TOILET BOWL BRUSH, WI HANDLE			
1	PC	TOILET RUBBER PUMP, PIECE			
3	PC	TRASH CAN, PLASTIC, W/ COVER, 9.75 LITERS			
10	BOTTLES	AIR FRESHENER, AEROSOL SPRAY, 320 ML			
10	PACKS	TOILET DEODORIZER STRIPS, 3S/PACK			
10	BOTTLES	INK, HP GT-51, BOTTLE, BLACK			
10	BOTTLES	INK, EPSON 003, BOTTLE, BLACK			
10	BOTTLES	(INK, EPSON 003, BOTTLE, MAGENTA			
10	BOTTLES	INK, EPSON 003, BOTTLE, YELLOW			



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10	BOTTLES	INK, HP GT-51, BOTTLE, BLACK			
10	BOTTLES	INK, HP GT-52, BOTTLE, CYAN			
10	BOTTLES	INK, HP GT-52, BOTTLE, MAGENTA			
10	BOTTLES	INK, HP GT-52, BOTTLE, YELLOW			
10	BOTTLES	INK, BROTHER BT6000, BOTTLE, BLACK			
10	BOTTLES	INK, BROTHER BT5000, BOTTLE, MAGENTA			
10	BOTTLES	INK, BROTHER BT5000, BOTTLE, YELLOW			
10	BOTTLES	INK, BROTHER BT6000, BOTTLE, CYAN			
10	PCS	INK, HP 680, CARTRIDGE, BLACK			
10	PCS	INK, HP 680, CARTRIDGE, COLOR			
10	PCS	INK, HP 678, CARTRIDGE, BLACK			
10	PCS	INK, HP 678, CARTRIDGE, TRI-COLOR			
2	PCS	TONER, HP 85A CARTRIDGE			
2	PCS	TONER, KYOCERA TK4109			
1	PC	EXTERNAL HARD DRIVE, USB 3.0, 1 TERABYTE			
8	PCS	FLASH DRIVE, 3.0, 128GB			
1	SETS	KEYBOARD AND MOUSE SET, CORDED			
8	PCS	MOUSE PAD, SMALL, 20CM			
			293,556.15	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.



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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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es