



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: 8/01/2023
 Quotation No:2023-0368

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 4,000 Booklets of Personalized Accountable Forms 51", which will be undertaken in accordance with Section 53.9 2016 Revised Implementing Rules and

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 4,000 Booklets of Personalized Accountable Forms 51 | SIX HUNDRED FORTY THOUSAND PESOS ONLY |

| Technical Specifications: | | | | | |
|---------------------------|---------------|--|------------|----|---------|
| QTY | UNIT OF ISSUE | ITEM DESCRIPTION | Compliance | | REMARKS |
| | | | Yes | No | |
| 4000 | BOOKLETS | Accountable Form 51 (Official receipt) | | | |
| | | 4" x 8" | | | |
| | | White, yellow, & green carbonless papers | | | |
| | | With amienda | | | |
| | | 2 logos in full colors; text - black | | | |
| | | One side print | | | |



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| | | Security ink for security features - covered serial numbers (Flourescent Lemon Yellow) | | | | |
|------|---------------|--|------------|---------------|----------------------------------|-------------|
| | | Microprint; Crass numbering | | | | |
| | | Starting serial number: 10460001 | | | | |
| QTY | UNIT OF ISSUE | ITEM DESCRIPTION | QTY | UNIT OF ISSUE | ITEM DESCRIPTION | TOTAL PRICE |
| 4000 | BOOKLETS | Accountable Form 51 (Official receipt) | | | | |
| | | 4" x 8" | | | | |
| | | White, yellow, & green carbonless papers | | | | |
| | | With amienda | | | | |
| | | 2 logos in full colors; text - black | | | | |
| | | One side print | | | | |
| | | Security ink for security features - covered serial numbers (Flourescent Lemon Yellow) | | | | |
| | | Microprint; Crass numbering | | | | |
| | | Starting serial number: 10460001 | | | | |
| | | | 640,000.00 | | 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/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