



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: 8/14/2023
 Quotation No:2023-0415

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 materials for the Livelihood Skills Training on Organic Soap Making", 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 materials for the Livelihood Skills Training on Organic Soap Making			TWO HUNDRED TEN THOUSAND NINE HUNDRED TWENTY TWO PESOS ONLY		
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
10	KITS	SOAP MAKING KIT			
		250 GRAMS CAUSTIC SODA/FLAKES			
		20ML SODIUM SILICATE			
		20ML FOAM BOOSTER			
		10ML ANTI- BACTERIAL LIQUID			
		10ML PRESERVATIVE			
		10ML ESSENTIAL OILS OF FRAGRANCE OILS			
		20ML SOAP COLORANT			



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17	LITERS	VIRGIN COCONUT OIL				
8	LITERS	DISTILLED WATER				
10	PIECES	MIXING BOWL/BASIN				
10	PIECES	WOODEN SPATULA				
1000	PIECES	PACKAGING MATERIALS				
20	KITS	DISHWASHING AND LIQUID HAND SOAP				
		DISHWASHING SOAP				
		SURFACTANT				
		WATER SOFTENER				
		PRESERVATIVE				
		SCENT				
		THICKENER				
		DEGREASER				
		FOAM BOOSTER				
		COLORANT				
		LIQUID HAND SOAP				
		SURFACTANT				
		WATER SOFTENER				
		PRESERVATIVE				
		SCENT				
		MOISTURIZER				
		THICKENER				
		PEARLIZER				
		ANTIBAC				
		DEGREASER				
		FOAM BOOSTER				
		COLORANT				
630	LITERS	DISTILLED WATER				
20	PIECES	PAIL WITH COVER (20 LITERS CAPACITY)				
700	PIECES	PLASTIC CONTAINER (1 LITER CAPACITY)				
1	DESIGN	LABEL DESIGN				
1000	PIECES	LABEL PRINTING				
QTY	UNIT OF USE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	REMARKS	TOTAL PRICE
10	KITS	SOAP MAKING KIT				
		250 GRAMS CAUSTIC SODA/FLAKES				
		20ML SODIUM SILICATE				
		20ML FOAM BOOSTER				
		10ML ANTI- BACTERIAL LIQUID				
		10ML PRESERVATIVE				
		10ML ESSENTIAL OILS OF FRAGRANCE OILS				
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1	DESIGN	LABEL DESIGN				
1000	PIECES	LABEL PRINTING				
			210,922.00	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.



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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