



Republic of the Philippines
City Government of Muntinlupa
National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

10/24/2023

Quotation No:2023-0575

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 **Various Supplies and office needs for the use of COMELEC Muntinlupa** 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)	3. PhilGEPS Registration (Certified True Copy)
2. Latest Income Tax (Certified True Copy)	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:

Procurement Project			Approved Budget for the Contract (ABC)			
Various Supplies and office needs for the use of COMELEC Muntinlupa			THREE HUNDRED TWO THOUSAND FIVE PESOS & 90/100			
			Yes	No		
50	ream	Paper, bond/copier, long (8.5×13:) sub 20, (70gsm) ream				
49	ream	Paper, bond /copier, A4 (8.27×11.69"), sub 20 (70gsm), ream				
10	box	Stapler with stapler wire remover heavy duty				



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50	box	Staple wire, #35, 5000s/box				
10	pc	Tape Dispenser Heavy Duty, For 1'				
10	pc	Puncher, heavy duty, 2 holes, with adjustment rail				
4	btl	Ink, Epson 003, bottle, black				
4	btl	Ink, Epson 003, bottle, Cyan				
4	btl	Ink, Epson 003 , bottle, Magenta				
4	btl	Ink, Epson 003, bottle, Yellow				
24	PC	Pen, Sign, Hi -tech point Grip, V7, black				
50	roll	Tape Clear,1; roll, 50m				
10	pc	Ruler, flexible plastic, 12"				
10	box	binder clip, backfold, 1 1/4 "(32mm),12s/box				
5	box	binder clip, backfold, 2 (50mm),12s/box				
5	box	binder clip, backfold, 2 (50mm),12s/box				
10	pcs	Scissors 8" heavy duty				
10	pack	Paper, sticker-type, A4 (8.27×11.69) Matte , 10s /pack				
4	pc	Kyocera toner TK 6113				
72	pcs	Marker, permanent, fine tip, blue				
72	pcs	Marker, permanent, fine tip, black				
5	box	Envelope brown long 500pcs/box				
5	box	Folder, long, PT 14 U.S white, 100s/box				
5	box	Folder, expandable, long, white, 100s/box				
60	pcs	Marker, whiteboard, broad, black for heavy writing				
60	pcs	Marker, permanent, fine tip, blue for heavy writing				
12	pcs	Marker, permanent, fine tip, red for heavy writing				
6	pcs	Correction pen, liquid 7ml				
5	box	Envelope, expandable, long w/string, 100s/box craft				
10	pcs	cutter big, heavy duty				



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10	pcs	calculator, 12 digits				
10	pcs	Pencil Sharpener, grinding big, heavy duty				
2	box	Pencil, #2, 12s/box, graphite lead, writing				
2	pack	Colored pencil, 12s/pack, dermatograph				
20	pcs	Record book, soft bound, 150 leaves				
10	box	Paper clip, jumbo, plastic-coated, 100s/box				
10	box	Paper Clip, small, plastic-coated, 100s/box				
20	box	Fastener, plastic, 70mm, 50sets/box				
20	box	Envelope, Mailing, long, white, 70gsm, 500s/box				
10	can	Paste, water well, 200g				
50	roll	Tape, Masking, 1" inch, 50m				
20	box	Rubber Band, Small, 350g/box				
10	box	Rubber Band, big, flat, 350g/box				
30	pcs	Stamp Pad, big				
30	btl	Stamp pad ink 50ml, purple				
30	roll	Tape Clear 2; roll, 50m				
10	pack	Paper, Yellow Pad, 80 leaves				
6	pcs	BROOM, SOFT				
24	pack	TRASH BAG, XL, 10S/PACK, BLACK				
24	pack	DETERGENT POWDER, ALL PURPOSE, 1 KILO				
48	pc/can	DISINFECTANT LIQUID, AEROSOL SPRAY, 510G				
48	pc/can	INSECT SPRAY, AEROSOL-TYPE, 500ML				
48	pcs	DEODORIZER CAKE, 100G				
48	pc/btl	DISHWASHING LIQUID SOAP, BOTTLE, 500ML				
24	pcs	DOOR MAT, BIG, CLOTH (RAG)				



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24	pc/btl	BLEACH, BOTTLE, 1L, ORIGINAL				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE