



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

REQUEST FOR QUOTATION

11/03/2023

Quotation No:2023-0649

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 **Request of materials for the conduct of Camp Coordination and Camp Management and Internally Displace Person (CCCM-IDPs) Training as part of disaster preparedness activities** 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 (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)		
Request of materials for the conduct of Camp Coordination and Camp Management and Internally Displace Person (CCCM-IDPs) Training as part of disaster preparedness activities			EIGHTY THREE THOUSAND TWO HUNDRED SIXTY PESOS AND TWENTY CENTAVOS ONLY		
			Yes	No	
135	pieces	SHIRT WITH CUSTOMIZED PRINT			
		MATERIAL: DRI-FIT, QUICK DRYING, GOOD FOR			
		OUTDOOR/SPORTS, 100% COOL TECHNOLOGY,			
		150GSM: SIZE: ASSORTED SMALL, MEDIUM, LARGE			



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		AND EXTRA LARGE; COLOR: WHITE; PRINTING				
		SUBLIMATION PRINT; WITH LAYOUT				
60	pieces	MOULDING CLAY, ASSORTEDE, BRIGHT COLOR, NON- TOXIC, REUSABLE, 180G				
5	reams	PAPER, BOND/COPIER, SUB 24(80GSM), A4 (8.27X11.69"), REAM				
5	reams	PAPER, BOND/COPIER, SUB 24(80GSM), LEGAL (8.5X14"), REAM				
5	reams	PAPER, BOND/COPIER, SUB 24 (80GSM), LONG (8.5X13"), REAM				
1	box	FOLDER, LONG PT 14 U.S WHITE, 100S/BOX				
10	pieces	CERTIFICATE JACKET, SHORT, PLASTIC				
10	pieces	CORRECTION TAPE, 5MM WIDE, 5M LONG				
2	tubes	CUTTER BLADE, BIG, 10S/TUBE				
2	pieces	CUTTER BLADE, BIG, HEAVY DUTY				
5	pieces	HIGHLIGHTER, GREEN, HEAVY DUTY				
5	pieces	HIGHLIGHTER, NEON ORANGE, HEAVY DUTY				
5	pieces	HIGHLIGHTER, NEON PINK, HEAVY DUTY				
5	pieces	HIGHLIGHTER, NEON YELLOW, HEAVY DUTY				
5	bots	INK, EPSON T6641, BOTTLE, BLACK				
3	bots	INK, EPSON T6642, BOTTLE, CYAN				
3	bots	INK, EPSON T6643, BOTTLE, MAGENTA				
3	bots	INK, EPSON T6644, BOTTLE, YELLOW				
10	pieces	MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING				
10	pieces	MAKER, PERMANENT, BROAD, BLUE, FOR HEAVY				



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		WRITING				
5	pieces	MAKER, PERMANENT, BROAD, RED, FOR HEAVY				
		WRITING				
3	pads	NOTE PAD, STICK-ON, 3X3 INCHES, 100 SHEETS/PAD				
3	pads	NOTE PAD, STICK-ON, 4X6, RULED, YELLOW, 100 SHEETS/PAD				
3	pads	NOTE PAD, STICK-ON, POST-IT FLAGS				
3	pads	NOTE PAD, STICK-ON, POST-IT STRIPS, 5 PADS				
5	boxes	PAPER CLIP, JUMBO, PLASTIC-COATED, 100S/BOX				
30	pack	PAPER, PARCHMENT-TYPE, SHORT (8.5x11"), 90gsm, 10s/pack				
20	pack	PAPER, STICKER-TYPE, MATTE, A4 (8.27X11.69"), 10S PER PACK				
1	pieces	PENCIL SHARPENER, GRINDING, BIG, HEAVY DUTY				
5	boxes	STAPLE WIRE, #35, 5000/BOX				
2	pieces	STAPLE, HEAVY DUTY, WITH STAPLE WIRE				
		REMOVER, #35				
2	pieces	STORAGE BOX, BLACK WITH COVER, PLASTIC, 40L				
15	rolls	STICKERS, HIGH QUALITY, ROUND-SHAPED, 500PIECES/ROLL, COLOR RED, PINK, YELLOW				
3	pieces	TAPE DISPENSER, HEAVY DUTY, FOR 1"				
20	rolls	TAPE, CLEAR, 1", ROLL, 50M				



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4	rolls	TAPE, DOUBLE-ADHESIVE, 1" ROLL, HEAVY DUTY 10M				
10	rolls	TAPE, DOUBLE-ADHESIVE, W/O FOAM, 1", ROLL 10M				
20	rolls	TAPE, MASKING, 1", ROLL				
3	boxes	BINDER CLIP, BACKFOLD, 1 1/4" (32MM), 12S/BOX				
3	boxes	BINDER CLIP, BACKFOLD, 1" (25MM), 12S/BOX				
3	boxes	BINDER CLIP, BACKFOLD, 2" (50MM), 12S/BOX				
3	boxes	BINDER CLIP, BACKFOLD, 3/4" (19MM), 12S/BOX				
3	boxes	BINDER CLIP, BACKFOLD, 1 5/8" (41MM), 12s/BOX				
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
135	pieces	SHIRT WITH CUSTOMIZED PRINT				
		MATERIAL: DRI-FIT, QUICK DRYING, GOOD FOR				
		OUTDOOR/SPORTS, 100% COOL TECHNOLOGY,				
		150GSM: SIZE: ASSORTED SMALL, MEDIUM, LARGE				
		AND EXTRA LARGE; COLOR: WHITE; PRINTING				
		SUBLIMATION PRINT; WITH LAYOUT				
60	pieces	MOULDING CLAY, ASSORTEDE, BRIGHT COLOR, NON-TOXIC, REUSABLE, 180G				
5	reams	PAPER, BOND/COPIER, SUB 24(80GSM), A4 (8.27X11.69"), REAM				
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2	tubes	CUTTER BLADE, BIG, 10S/TUBE				
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10	pieces	MAKER, PERMANENT, BROAD, BLUE, FOR HEAVY WRITING				
5	pieces	MAKER, PERMANENT, BROAD, RED, FOR HEAVY WRITING				
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3	pads	NOTE PAD, STICK-ON, 4X6, RULED, YELLOW, 100 SHEETS/PAD				



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20	rolls	TAPE, CLEAR, 1", ROLL, 50M				
4	rolls	TAPE, DOUBLE-ADHESIVE, 1" ROLL, HEAVY DUTY 10M				
10	rolls	TAPE, DOUBLE-ADHESIVE, W/O FOAM, 1", ROLL 10M				
20	rolls	TAPE, MASKING, 1", ROLL				
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3	boxes	BINDER CLIP, BACKFOLD, 3/4" (19MM), 12S/BOX				
3	boxes	BINDER CLIP, BACKFOLD, 1 5/8" (41MM), 12s/BOX				
			83,260.20	Total Offered quotation (in 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