



Republic of the Philippines  
**City Government of Muntinlupa**  
National Road Putatan Muntinlupa City  
**BIDS and AWARDS COMMITTEE**  
[www.muntinlupacity.gov.ph](http://www.muntinlupacity.gov.ph)

**REQUEST FOR QUOTATION**

Date: 11/09/2023  
Quotation No:2023-0661

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 "**Training materials for the workshop on the preparation of the Local Disaster Risk Reduction and Management Plan (LDRRMP)**", which will be undertaken in accordance with **Section 53.9** 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

A copy of the following documents are also required to be submitted along with your

<b>1. Mayor's/Business Permit: (Certified True Copy)</b>	<b>4. PhilGEPS Registration (Certified True Copy)</b>
<b>2. Latest Income Tax (Certified True Copy)</b>	<b>5. Certificate of Registration (Certified True Copy)</b>
<b>3. Omnibus Sworn Statement (Original)</b>	

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
- (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

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
Training materials for the workshop on the preparation of the Local Disaster Risk Reduction and Management Plan (LDRRMP)	ONE HUNDRED EIGHT THOUSAND FOUR HUNDRED FORTY-TWO PESOS AND THIRTY CENTAVOS

**Technical Specifications:**

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		<b>Training Materials:</b>			
20	10's/packs	Paper, board type, A4 (8.27x11.69")			
		220gsm, white, vellum board			
50	pcs	Notebook, Stenographer's 80 leaves			
1	10's/packs	Paper, Parchment-type, short ( 8.5x11) 90gsm			
10	ream	Paper, Specialty-type, conqueror,ivory, long			



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		(8.5x13)				
10	ream	Paper, Specialty-type, conqueror, ivory, short				
		(8.5x11)				
50	pcs	ID Holder w/ lace				
50	pcs	Envelope Expandable, long w/ string blue				
50	pcs	Certificate jacket, A4, plastic				
15	pcs	Certificate Frame, acrylic cover, A4				
50	pcs	Pen, Ball point, black				
5	12s/box	Pencil, #2, graphite lead, writing				
50	pcs	Maker, permanent, board, black, for heavy writing				
50	pcs	Maker, whiteboard, board, black for heavy writing				
15	pcs	Acrylic Table Top Sign Holder (Top insert T-style, letter size: 8.5x11)				
25	rolls	Tape, Masking, 1" inch, 50m				
30	pcs	Tape, double-adhesive, w/o foam, 1' roll, 10m				
2	pad	Meta cards (250 pcs/pad) 4x13 inches				
2	pad	Flip chart Sheets 22x34				
10	10's/packs	Paper, sticker-type, A4 (8.27x11.69) glossy				
20	pack	Note pad, stick-on, 3x3 inches, 100 sheets/pad				
50	pcs	Highlighter, Neon yellow, heavy duty				
10	pcs	Scissors 8" heavy duty				
2	box	Staple wire, #35, 500/box				
20	pcs	Megabox storage with handle, transparent				
20	pcs	File Box Organizer				
<b>QTY</b>	<b>UNIT OF ISSUE</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>UNIT OF ISSUE</b>	<b>REMARKS</b>	<b>TOTAL PRICE</b>
		<b>Training Materials:</b>				
20	10's/packs	Paper, board type, A4 (8.27x11.69")				
		220gsm, white, vellum board				
50	pcs	Notebook, Stenographer's 80 leaves				
1	10's/packs	Paper, Parchament-type, short (8.5x11) 90gsm				
10	ream	Paper, Specialty-type, conqueror, ivory, long				
		(8.5x13)				
10	ream	Paper, Specialty-type, conqueror, ivory, short				



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50	pcs	Highlighter, Neon yellow, heavy duty			
10	pcs	Scissors 8" heavy duty			
2	box	Staple wire, #35, 500/box			
20	pcs	Megabox storage with handle, transparent			
20	pcs	File Box Organizer			
			108,442.30	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  
 \_\_\_\_\_



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Position/Designation

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Office Telephone No.

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Mobile Phone No./Fax No.

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Email address/es