



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: 4/3/2024
Quotation No:2024-0199

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 **Three Days Camp Coordination & Camp Management Training & Internally Displaced Persons Protection Training** which will 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. Accomplished and Notarized Omnibus Sworn Statement (Original)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (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)		
Three Days Camp Coordination & Camp Management Training & Internally Displaced Persons Protection Training			One Hundred Ninety Six Thousand Eight Hundred Eighty One Pesos & 60/100		
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
30	pieces	BINDER CLIP, 3" BULLDOG, PIECE			
20	boxes	BINDER CLIP, BACKFOLD, 1" (25MM), 12S/BOX			



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

10	boxes	BINDER CLIP, BACKFOLD, 2" (50MM), 12S/BOX			
5	pieces	CALCULATOR, 12 DIGITS			
15	pieces	CLIPBOARD, PLASTIC, LONG, (8X14")			
10	pieces	CUTTER, BIG, HEAVY DUTY			
5	pieces	EXTENSION CORD, 5 METERS			
20	boxes	FASTENER, PLASTIC, 70MM, 50SETS/BOX			
2	boxes	FOLDER, LONG, BROWN, 100S/BOX			
20	pieces	MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING			
10	pieces	MARKER, PERMANENT, BROAD, BLUE, FOR HEAVY WRITING			
10	pieces	MARKER, PERMANENT, BROAD, RED, FOR HEAVY WRITING			
5	pieces	MARKER, WHITEBOARD, BROAD, BLACK, FOR HEAVY WRITING			
5	pieces	MARKER, WHITEBOARD, BROAD, BLUE, FOR HEAVY WRITING			
5	pieces	MARKER, WHITEBOARD, BROAD, RED, FOR HEAVY WRITING			
10	pieces	NOTE PAD, STICK-ON, POST-IT FLAGS			
20	pieces	NOTE PAD, STICK-ON, POST-IT STRIPS, 5 PADS			
50	pieces	PAPER, BOND/COPIER, SUB 24 (80GSM), LONG (8.5X13"), REAM			
50	reams	PAPER, BOND/COPIER, SUB 24 (80GSM), SHORT (8.5X11") REAM			
50	packs	PAPER, PHOTO-PRINTING, A4 (8.27X11.69"), 180GSM, 20S			
20	pads	PAPER, YELLOW PAD, 80 LEAVES			
200	pieces	PEN, BALL-POINT, BLACK HBW 2000			
100	pieces	PEN, BALL-POINT, BLUE HBW 2000			
50	pieces	PEN, BALL-POINT, RED HBW 2001			
200	pieces	SHIRT WITH CUSTOMIZED PRINT MATERIAL: DRI-FIT, QUICK DRYING, GOOD			
3	pieces	PUNCHER, HEAVY DUTY, 2 HOLES, WITH ADJUSTMENT RAIL			
15	pieces	RECORD BOOK, SOFT-BOUND, 300 LEAVES			
15	pieces	SCISSORS, HEAVY DUTY, 8"			
10	pieces	SKETCH PAD, 18X12, 50 SHEETS, SPIRAL			
5	pieces	STAPLER, HEAVY DUTY, WITH STAPLE WIRE REMOVER, # 35			
30	pieces	TAPE, CLEAR, 1", ROLL, 50M			
60	pieces	TAPE, MASKING, 1", ROLL			



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

20	pieces	TAPE, MASKING, 2", ROLL				
3	pieces	CONTAINER BOX W/ LID, WHEELED, 149 LITERS				
10	pieces	CLEAR TRANSPARENT ARCYLIC DESK NAME PLATE HOLDER DOUBLE SIDED 10"X3"				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
30	pieces	BINDER CLIP, 3" BULLDOG, PIECE				
20	boxes	BINDER CLIP, BACKFOLD, 1" (25MM), 12S/BOX				
10	boxes	BINDER CLIP, BACKFOLD, 2" (50MM), 12S/BOX				
5	pieces	CALCULATOR, 12 DIGITS				
15	pieces	CLIPBOARD, PLASTIC, LONG, (8X14")				
10	pieces	CUTTER, BIG, HEAVY DUTY				
5	pieces	EXTENSION CORD, 5 METERS				
20	boxes	FASTENER, PLASTIC, 70MM, 50SETS/BOX				
2	boxes	FOLDER, LONG, BROWN, 100S/BOX				
20	pieces	MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING				
10	pieces	MARKER, PERMANENT, BROAD, BLUE, FOR HEAVY WRITING				
10	pieces	MARKER, PERMANENT, BROAD, RED, FOR HEAVY WRITING				
5	pieces	MARKER, WHITEBOARD, BROAD, BLACK, FOR HEAVY WRITING				
5	pieces	MARKER, WHITEBOARD, BROAD, BLUE, FOR HEAVY WRITING				
5	pieces	MARKER, WHITEBOARD, BROAD, RED, FOR HEAVY WRITING				
10	pieces	NOTE PAD, STICK-ON, POST-IT FLAGS				
20	pieces	NOTE PAD, STICK-ON, POST-IT STRIPS, 5 PADS				
50	pieces	PAPER, BOND/COPIER, SUB 24 (80GSM), LONG (8.5X13"), REAM				
50	reams	PAPER, BOND/COPIER, SUB 24 (80GSM), SHORT (8.5X11") REAM				
50	packs	PAPER, PHOTO-PRINTING, A4 (8.27X11.69"), 180GSM, 20S				
20	pads	PAPER, YELLOW PAD, 80 LEAVES				
200	pieces	PEN, BALL-POINT, BLACK HBW 2000				
100	pieces	PEN, BALL-POINT, BLUE HBW 2000				
50	pieces	PEN, BALL-POINT, RED HBW 2001				



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

200	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				
3	pieces	PUNCHER, HEAVY DUTY, 2 HOLES, WITH ADJUSTMENT RAIL				
15	pieces	RECORD BOOK, SOFT-BOUND, 300 LEAVES				
15	pieces	SCISSORS, HEAVY DUTY, 8"				
10	pieces	SKETCH PAD, 18X12, 50 SHEETS, SPIRAL				
5	pieces	STAPLER, HEAVY DUTY, WITH STAPLE WIRE REMOVER, # 35				
30	pieces	TAPE, CLEAR, 1", ROLL, 50M				
60	pieces	TAPE, MASKING, 1", ROLL				
20	pieces	TAPE, MASKING, 2", ROLL				
3	pieces	CONTAINER BOX W/ LID, WHEELED, 149 LITERS				
10	pieces	CLEAR TRANSPARENT ARCYLIC DESK NAME PLATE HOLDER DOUBLE SIDED 10"X3"				
			Php196,881.60	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 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