



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: 4/3/2024  
 Quotation No:2024-0203

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 Customized Printing Materials for Various Activities** 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)			
Purchase of Customized Printing Materials for Various Activities		Three Hundred Seventy Five Thousand Nine Hundred Twenty Three Pesos			
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		Leadership Coaching Strategies Seminar - (April 13, 2024)			
18	PCS	-Tote bag w/ print (10x12)			



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20	pcs	-T-shirt w/ print (2 side digital print)			
		Mental Health Awareness Forum - May 10, 2024)			
75	pcs	-Tote bag w/ print (8x10")			
		Anti-Human Trafficking Information			
		Education Awareness - (May 24, 2024)			
53	pcs	-T-shirt w/ print (2 side digital print)			
		Youth Healthy Lifestyle Awareness Seminar (May 31, 2024)			
80	pcs	- Customized Tote Bag w/ Print Colored (Katsa Bag 10x12 )			
		Sports Clinic and Sports Festival - (June 8-30, 2024)			
100	pcs	- Regular Medals (Regular Sports Medal) size 2.5" acrylic			
		Kabataan Safe Spaces Act Orientation and Seminar - (June 15			
		June 15, 2024			
300	pcs	- Ref Magnet Length 9cm x 6.5cm width			
		Adolescent Reproductive Health Awareness			
		- (June 28, 2024)			
100	pcs	- Customized Mug w/ print (4 inch height)			
		Linggo ng Kabataan- (August 31, 2024)			
1	pcs	Plaque size 15" Glass			
1	pcs	Plaque size 10", Glass Plaque size 8", Glass			
1	pcs	Personalized Mug colored (4.5 inch height)			
		9th Sonny Ty International Gymnastics Cup- (October 18, 19 and			
457	pcs	Personalized Lanyard w/ Print Colored			
1	pcs	Tarpaulin 8x12			
		3rd Mayor Ruffy Biazon Swim Cup-			
		(December 7, 2024)			
816	pcs	Personalized Medal (3 diameter, acrylic material, full color with print			



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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		Leadership Coaching Strategies Seminar - (April 13, 2024)				
18	pcs	-Tote bag w/ print (10x12)				
20	pcs	-T-shirt w/ print (2 side digital print)				
		Mental Health Awareness Forum - May 10, 2024)				
75	pcs	-Tote bag w/ print (8x10")				
		Anti-Human Trafficking Information Education Awareness - (May 24, 2024)				
53	pcs	-T-shirt w/ print (2 side digital print)				
		Youth Healthy Lifestyle Awareness Seminar (May 31, 2024)				
80	pcs	- Customized Tote Bag w/ Print Colored (Katsa Bag 10x12 )				
		Sports Clinic and Sports Festival - (June 8-30, 2024)				
100	pcs	- Regular Medals (Regular Sports Medal) size 2.5" acrylic				
		Kabataan Safe Spaces Act Orientation and Seminar - (June 15 and September 15, 2024)				
		June 15, 2024				
300	pcs	- Ref Magnet Length 9cm x 6.5cm width				
		Adolescent Reproductive Health Awareness - (June 28, 2024)				
100	pcs	- Customized Mug w/ print (4 inch height)				
		Linggo ng Kabataan- (August 31, 2024)				
1	pcs	Plaque size 15" Glass				
1	pcs	Plaque size 10", Glass Plaque size 8", Glass				
1	pcs	Personalized Mug colored (4.5 inch height)				
		9th Sonny Ty International Gymnastics Cup- (October 18, 19 and 20, 2024)				
457	pcs	Personalized Lanyard w/ Print Colored				

