



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: 4/8/2024
 Quotation No:2024-0231

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 Various Supplies for the Conduct of Seminar on Values Orientation Workshop (V.O.W) & GAD Enrichment Learning among City Government Employee** 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 Various Supplies for the Conduct of Seminar on Values Orientation Workshop (V.O.W) & GAD Enrichment Learning among City Government Employee			Two Hundred Forty One Thousand Three Hundred Eleven Pesos		
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
490	pcs	Ballpen			
7	pack	Seeds good for 70 pax -			



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7	pack	Seeds good for 70 pax -			
35	box	Crayons 16 colors			
7	pot	Fruit-bearing Tree			
10	ream	Paper for Certificate (Conqueror; A4 size, Ream)			
70	pcs	Marker, Permanent, Broad, Black, For Heavy Writing			
7	roll	Tape, Masking, 2", Roll			
28	pack	Candle (#2; 20s)			
2	pack	Candle (#20; 2s)			
20	ream	Paper, Bond/Copier, Sub 20 (70gsm), A4 (8.27x11.69"), Ream			
7	ream	Assorted Colored Paper, 80 Gsm, Letter, Ream			
10	pair	Scissors, 6", Heavy Duty			
260	pcs	Seminar Id Badge			
28	pcs	Certificate Jacket, A4, Plastic			
490	pcs	Advocacy Shirts (Violence Against Women & Children)			
10	pcs	Facilitators' Polo Shirt			
140	pcs	Workshop Token (Dest Group)			
2	pcs	Mega box Storage with Cover 120L			
			Ph241,311.00	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