



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: 4/16/2024
Quotation No:2024-0237

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 Office Supplies to be used by Comelec** which will be undertaken in accordance with **Section 52.1.b** 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 Office Supplies to be used by Comelec			Three Hundred Thirty Two Thousand Nine Hundred One Pesos		
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
200	ream	Paper, bond/copier, Long (8.5x13"), Sub20, 70gsm, REAM			



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200	ream	Paper, bond/copier, A4 (8.27X11.69"), Sub20, 70gsm, REAM			
10	pc	Stapler, Heavy Duty, w/staple wire remover, # 35			
50	box	Staple Wire, #35, 5000s/ Box			
150	pc	Pen, Ball-point, Blue			
100	pc	Pen, Ball-point, Black			
10	pc	Tape Dispenser, Heavy Duty, For 1'			
10	pc	Puncher, Heavy Duty, 2 holes w/adjustment rail			
36	pc	V10 Grip Blue Sign Pen, 12's/box			
36	pc	V7 Grip Blue Sign Pen, 12's/box			
48	pc	Correction Tape, 5mm Wide, 5m Long			
50	roll	Tape, Clear, 1", Roll, 50 meters			
10	pc	Ruler, Metal-Type, 12"			
10	box	Binder Clip, Backfold, 1 1/4" (32mm), 12s/box			
5	box	Binder Clip, Backfold, 1" (25mm), 12s/Box			
5	box	Binder Clip, Backfold, 2" (50mm), 12s/Box			
10	pc	Scissors, 8", Heavy Duty			
10	pack	Paper, sticker-type, A4 (8.27x11.69"), MATTE, 105/pack			
72	pc	Marker, Permanent, Fine Tip, Blue, For Heavy Writing			
72	pc	Marker, Permanent, Fine Tip, Black, For Heavy Writing			
5	box	Envelope, Brown, Long, 500s/Box			
5	box	Folder, Long, PT 14 U.S White, 100s/box			
5	box	Folder, Expandable, Long, Blue, 100s/box			
60	pcs	Marker, Whiteboard, Fine Tip, Black, For Heavy Writing			
60	pcs	Marker, Whiteboard, Fine Tip, Blue, For Heavy Writing			
12	pcs	Marker, Whiteboard, Fine Tip, Red, For Heavy Writing			
6	pcs	CORRECTION PEN, LIQUID, 7ML			
5	bx	Envelope, Expandable, Long w/string, 100s/box, brown			
10	pcs	Cutter, Big, Heavy Duty			



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10	pcs	Calculator, 12 Digits			
10	pcs	Pencil Sharpener, Grinding, Big, Heavy Duty			
2	bxs	Pencil #2, 12s/box, Graphite Lead, Writing			
2	bxs	Dermatograph Pencil, 12's/box, Yellow			
20	pc	Record Book, Soft-Bound, 150 Leaves			
10	bxs	Paper Clip, Jumbo, Plastic Coated, 100s/Box			
10	bxs	Paper Clip, Small, Plastic Coated, 100s/ Box			
20	bxs	Fastener, Plastic, 70mm, 50 sets/box			
20	bxs	White paper Envelope with Window, 500's/box			
10	bxs	Glue, Multi-Purpose, 130g			
50	bxs	Tape, Masking, 1', Roll, 50M			
20	bxs	Rubber Band, Small, 350g/Box			
10	bxs	Rubber Band, Big, Flat, 350g/Box			
30	pc	Stamp Pad, Big			
30	box	Stamp Pad Ink, 50ml, Purple			
30	roll	Tape, Packaging, 2", Roll, Transparent			
10	pcs	Paper, Yellow pad, 80 Leaves			
240	pcs	Highlighter, Heavy duty, assorted			
		Nothing Follows...			
Summary of Approved Budget			OFFERED QUOTATION		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	TOTAL PRICE
200	ream	Paper, bond/copier, Long (8.5x13"), Sub20, 70gsm, REAM			



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50	box	Staple Wire, #35, 5000s/ Box			
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100	pc	Pen, Ball-point, Black			
10	pc	Tape Dispenser, Heavy Duty, For 1'			
10	pc	Puncher, Heavy Duty, 2 holes w/adjustment rail			
36	pc	V10 Grip Blue Sign Pen, 12's/box			
36	pc	V7 Grip Blue Sign Pen, 12's/box			
48	pc	Correction Tape, 5mm Wide, 5m Long			
50	roll	Tape, Clear, 1", Roll, 50 meters			
10	pc	Ruler, Metal-Type, 12"			
10	box	Binder Clip, Backfold, 1 1/4" (32mm), 12s/box			
5	box	Binder Clip, Backfold, 1' (25mm), 12s/Box			
5	box	Binder Clip, Backfold, 2" (50mm), 125/Box			
10	pc	Scissors, 8", Heavy Duty			
10	pack	Paper, sticker-type, A4 (8.27x11.69"), MATTE, 105/pack			
72	pc	Marker, Permanent, Fine Tip, Blue, For Heavy Writing			
72	pc	Marker, Permanent, Fine Tip, Black, For Heavy Writing			
5	box	Envelope, Brown, Long, 500s/Box			
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10	pcs	Cutter, Big, Heavy Duty			



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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