



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: 6/14/2024  
Quotation No:2024-0378

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 the Office of Coun. Boncayao**, which will be undertaken in accordance with **Section 52.1.2** 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. PCAB (Certified True Copy)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	6. Tax Clearance (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:

<b>Procurement Project</b>			<b>Approved Budget for the Contract (ABC)</b>		
Purchase of Office Supplies to be used by the Office of Coun. Boncayao			Sixty Nine Thousand Nine Hundred Eighty Eight Pesos and 60/100		
<b>Technical Specifications:</b>					
QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
10	pc	Certificate, Jacket, Short, Plastic			
4	pc	Clear Book Long			
16	pc	Correction Tape, 5mm Wide, 5m Long			
8	box	Binder Clip, Blackfold, 1 5/8" (41mm), 12s/box			
11		Binder Clip, Blackfold, 1" (25mm), 12s/box			
4	box	Document Box, Hard Bound (Leveret Storage), Brown			



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10	pc	Tape, Double Side Foam, 1'			
1	pc	Eraser, Blackboard/White Board			
1	box	Folder long PT 14 U.S White 100s/box			
1	box	Folder Short PT 14 U.S White 100s/Box			
10	pc	Ink Canon GI-790 Black			
5	pc	Ink Canon GI-71 Cyan			
5	pc	Ink Canon GI-71 Magenta			
5	pc	Ink Canon GI-71 Yellow			
3	pc	Marker, Permanent, Broad Black for Heavy Writing			
10	ream	Paper, Bond/Copier, Legal (8.5x14), Sub20, 70gsm, REAM			
25	ream	Paper, Bond/Copier, Long (8.5x13), Sub20, 70gsm, REAM			
21	ream	Paper, Bond/Copier, Short (8.5x11), Sub20, 70gsm, REAM			
10	ream	Paper, Bond/Copier, Legal (8.5x14), Sub24, 80gsm, REAM			
2	pad	Paper, Yellow Pad, 80 Leaves			
100	pc	Pen, Ball-point, black			
1	pc	Pencil Sharpener, Grinding, Big, Heavy Duty			
1	box	Pencil#2, 12s/box, Graphite Lead, Writing			
1	pc	Puncher, Heavy Duty, 2 Holes w/ Adjustment Rail			
50	pc	Pen, Sign, Gel. 0.5mm, Black			
1	pc	Stamp Pad Ink, 50ml, Black			
1	pc	Stamp Pad, Big			
1	pc	Stapler, Heavy Duty, w/ Staple Wire Remover, #35			
1	pc	Tape Dispense, Heavy Duty, For 1'			
5	pc	Tape Clear 1" Roll, 50 meters			
2	pc	Tape, Double-Adhesive, 1" roll Heavy Duty, 10m			
8	gallon	Alcohol, 70% Isopropyl, Bottle, 1 Gallon, FDA Approved			
2	bottle	Dishwashing Liquid Soap, bottle 500ml			
5	pc	Dishwashing Sponge, w/ Foam, Big			
1	pc	Disinfectant Liquid, Aerosol Spray, 510g, FDA Approved			
1	bottle	Soap, for Hand Liquid, bottle Pump, 450ml			





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2	pc	Towel, Chamoise, All-purpose				
2	pc	Desk Tray, 3-Layer, Metal Mesh				
6	box	Paper Clip, Jumbo, Plastic-Coated 100s/Box				
10	pc	Post-it Tape Flag, Sign Here 50s				
5	pc	Air Freshener, Aerosol Spray, 320ml				
10	rolls/pack	Tissue Paper, 2-ply, 12 rolls/pack				
4	pack	Trash Bag, XL, 10S/pack, black				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
10	pc	Certificate, Jacket, Short, Plastic				
4	pc	Clear Book Long				
16	pc	Correction Tape, 5mm Wide, 5m Long				
8	box	Binder Clip, Blackfold, 1 5/8" (41mm), 12s/box				
11		Binder Clip, Blackfold, 1" (25mm), 12s/box				
4	box	Document Box, Hard Bound (Leveret Storage), Brown				
10	pc	Tape, Double Side Foam, 1'				
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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.

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Signature over Printed Name

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Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

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Email address/es