



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:2024-0383

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 **Printing of Graduation Materials and Paraphernalia for the 3rd Commencement Exercises, NSTP/CWTS and ROTC Graduation of CDM**, 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. 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:

Procurement Project			Approved Budget for the Contract (ABC)		
Printing of Graduation Materials and Paraphernalia for the 3rd Commencement Exercises, NSTP/CWTS and ROTC Graduation of CDM			Ninety Eight Thousand Twenty Pesos		
QTY	UNIT OF ISSUE	ITEM DESCRIPION	Compliance		REMARKS
			Yes	No	
70	piece	<b>DIPLOMA</b> DESCRIPTION: SPECIALTY PAPER AND PRINTING, DIGITAL LASER PRINT SIZE: 9.6X11.6in ORIENTATION: Landscape			



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3	piece	<b>TARPAULIN</b> SIZE: 8x16ft ORIENTATION: Landscape PRINT SPECS: Back Print - With Four (4) Eyelets (on each corner)				
70	piece	<b>DIPLOMA (Holder)</b> DESCRIPTION: Blue Leather Jacketed Diploma Holder with Gold Stamped or Full Color Print Logo and School Name (with Embedded Graduation Photos) SIZE: 10x12in MATERIAL: C2S ORIENTATION: Landscape				
70	piece	<b>PERFORATED TICKET</b> DESCRIPTION: Digital Laser Print, Matte, Finish SIZE: 8x3in PAPER TYPE: C2S 220;300 gsm ORIENTATION: Portrait				
200	piece	<b>PROGRAMME SOUVENIR</b> DESCRIPTION: Digital Laser Print, Matte Finish Cover Page: 1 Sheet (4 pages) - Matte Finish Insides: 19 Sheets (76 pages) Total: 20 Sheet (80 pages) SIZE: 8.5inx1in PAPER TYPE: C2S 220, 300 gsm ORIENTATION: Landscape (folded in half; stapled)				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
70	piece	<b>DIPLOMA</b> DESCRIPTION: SPECIALTY PAPER AND PRINTING, DIGITAL LASER PRINT SIZE: 9.6X11.6in ORIENTATION: Landscape				





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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