



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: 7/3/2024
 Quotation No:2024-0407

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 and Janitorial Supplies to be used by COA**, 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. Omnibus Sworn Statement (original)	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)
Purchase of Office and Janitorial Supplies to be used by COA	One Hundred Ninety Two Thousand Two Hundred Thirty Nine Pesos and 95/100

QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
40	reams	Paper, ,Bond/Copier, A4 (8.27x11.69"), Sub 20 (80gsm), ream			
50	reams	Paper, ,Bond/Copier, Short (8.5x11"), Sub 20 (80gsm), ream			
40	reams	Paper, Bond/Copier, Legal (8.5x14"), Sub 20 (80gsm), ream			
8	reams	Morocco Board/Paper Binding Cover, Short (8x11") (200gsm), ream			



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6	pads	Note pad, 3x3 Inches, 400 sheets/pad			
10	pads	Note pad, Stick-on, 4x6 Ruled, Yellow, 100 sheets/pad			
10	pads	Note pad, Stick-on, Post-it Flags			
4	packs	Paper, Certificate-Type, 10s/pack			
4	pads	Paper, Yellow Pad, 80 Leaves			
4	pcs	Record Book, Hard-bound, 500 Leaves, Red			
10	pcs	Correction Tape, 5mm Wide, 5m Long			
10	pcs	Correction Pen, Liquid, 7ml			
10	pcs	Highlighter, Neon Yellow, Heavy Duty			
10	pcs	Highlighter, Neon Orange, Heavy Duty			
20	pcs	Marker, Permanent, Broad, Black, for Heavy Writing			
10	pcs	Marker, Whiteboard, Broad, Blue, for Heavy Writing			
30	pcs	Pen, Ball-point, Black, 0.7mm Tip, Jot			
20	pcs	Pen, Sign, Hi-Tech Point Grip, V10, Blue			
30	pcs	Pen, Sign, Gel, 0.5mm, Black			
30	pcs	Pen, Sign, Gel, 0.5mm, Red			
30	pcs	Pen, Sign, Gel, 0.55mm, Blue			
10	boxes	Pencil, #2, 12s/box, Graphite lead, Writing			
1	box	Envelope, Brown, Long, 500s/box			
1	box	Envelope, Expandable, Long w/ String, 100s/box			
1	box	Envelope, Expandable, Short w/ String, 100s/box			
1	box	Folder, Expandable, Long, Blue, 100s/box			
1	box	Folder, Expandable, Short, Blue, 100s/box			
2	boxes	Folder, Long, Pt 14 U.S. White, 100s/box			
10	pcs	Balik Bayan Box, 20 x 20 x 20", piece			
50	pcs	Binder Clip, 3"			
6	boxes	Binder Clip, Backfold, 3/4" (19mm), 12s/box			
8	boxes	Paper Clip, Jumbo, Silver, 100s/box			
8	boxes	Paper Clip, Small, Silver, 100s/box			



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4	boxes	Pin, Mao-Type/Round Head, 100s/case				
4	pcs	Scissors, Heavu Duty, 8"				
6	bottles	Stamp Pad Ink, 50ml, Blue				
20	boxes	Staple Wire, #35, 5000s/box				
5	pcs	Stapler, Heavy Duty, with Staple Wire Remover, #35				
1	pcs	Tape Dispenser, Heavy Duty, for 1"				
2	packs	Battery, AAA, Rechargeable, Heavy Duty, 700mah, 2s/pack				
15	rolls	Tape, Clear, 1", Roll, 50m				
10	rolls	Tape, Packaging, 2" Roll, Brown				
30	bottles	Ink, Epson 003, Bottle, Black				
20	bottles	Ink, Brother BT5000, Bottle, Black				
4	pcs	Toner, Kyocera TK4109				
14	pcs	Flash Drive, 3.0, 12gb				
4	sets	Keyboard and Mouse set, Corded				
2	units	Printer, L3210 Printer				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
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10	pcs	Correction Tape, 5mm Wide, 5m Long				
10	pcs	Correction Pen, Liquid, 7ml				
10	pcs	Highlighter, Neon Yellow, Heavy Duty				



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