



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: 3/13/2025  
Quotation No:2025-0166

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 **Procurement of Trophies to be Distributed to Requesting Muntinlupeños for Various Sports Events**, 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:

|  |  |
|--|--|
| <b>1. Mayor's/Business Permit: (Certified True Copy)</b> | <b>4. PhilGEPS Registration (Certified True Copy)</b>      |
| <b>2. Omnibus Sworn Statement (original)</b>             | <b>5.Certificate of Registration (Certified True Copy)</b> |
| <b>3. Latest Income Tax (Certified True Copy)</b>        | <b>6. Tax Clearance (Certified true copy)</b>              |

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>      |    |         |
|--|---------------|---|--|----|---------|
| <b>Procurement of Trophies to be Distributed to Requesting Muntinlupeños for Various Sports Events</b> |               |   | <b>Nine Hundred Ninety Six Thousand Pesos Only</b> |    |         |
| QTY  | UNIT OF ISSUE | ITEM DESCRIPRION  | Compliance   |    | REMARKS |
|  |               |   | Yes  | No |         |
| 400  | pcs           | <b>Trophy 12"</b>   |  |    |         |
| 300  | pcs           | <b>Trophy 14"</b>   |  |    |         |
| 300  | pcs           | <b>Trophy 16"</b>   |  |    |         |
| 300  | pcs           | <b>Trophy 18"</b>   |  |    |         |
| 200  | pcs           | <b>Trophy 20"</b>   |  |    |         |
| 200  | pcs           | <b>Trophy 24"</b>   |  |    |         |
|  |               |   |  |    |         |
|  |               | <b>*** Wooden Base, Oil Based Resin Topper/Hand Painted</b> |  |    |         |
|  |               |   |  |    |         |
|  |               |   |  |    |         |



**TERMS AND CONDITIONS:**

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es