



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: 4/4/2025
Quotation No:2025-0228

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 **Supply & Delivery of ICT & Office Equipment to be used by COA**, 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. 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)		
Supply & Delivery of ICT & Office Equipment to be used by COA			Sixty One Thousand Four Hundred Fifty Two Pesos Only		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
1	unit	Paper Shredder			
		crosscut shredder, 18 sheet of paper per pass into 397 sheets			
		ONE YEAR WARRANTY			
2	units	Computer Monitor 24"			
		165HZ, 1,920 x 1,080, HDMI/2, VGA/VA			
		One year warranty			
1	unit	Mobile Pedestal 3 drawer			
		447 x 465D x 690H color			



TERMS AND CONDITIONS:

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es