



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: 4/25/2025  
Quotation No:2025-0263

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 Service for Documentation Management System of the Office of the City Prosecutor**, 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

<b>INSTRUCTIONS:</b>	
(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)		
Procurement of Service for Documentation Management System of the Office of the City Prosecutor			Nine Hundred Thousand Pesos only		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
1		Complete Document Scanning Service with Grooming Refilling and 1-Field Indexing			
		Onsite Personnel Deployment + Support and Assistance Services			
		Estimated Document quantity to be scanned: 100,000 pages			



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		Contract Price per year, renewable: ₱900,000.00				
		Terms & Condition				
		Exporting to, integrationg with, or scripting to exact index data from third party applications, are not within the scope of our service.				
		Any scanned files, prepared by the supplier for the client shall belong to & remain the property of Client. The supplier shall dispose any saved scanned files after 3 months of project completion or upon request of the client with proper documentation.				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1		Complete Document Scanning Service with Grooming Refilling and 1-Field Indexing				
		Onsite Personnel Deployment + Support and Assistance Services				
		Estimated Document quantity to be scanned: 100,000 pages				
		Contract Price per year, renewable: ₱900,000.00				
		Terms & Condition				
		Exporting to, integrationg with, or scripting to exact index data from third party applications, are not within the scope of our service.				



**TERMS AND CONDITIONS:**

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es