

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: 4/25/202:
Quotation No:2025-0263

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

Approved Budget for the Contract (ABC)

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.

Procurement Project

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

		ocurement roject	A STATE OF THE PARTY OF THE PAR	- P		
Procuremen		Documentation Management System of the Office of the City Prosecutor			Nine Hundred Thousand Pesos only	
			Comp	liance	REMARKS	NI OSSA PACIL
QTY	UNIT OF ISSUE	ITEM DESCRIPRION	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:				
		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.				
	Sui	mmary of Approved Budget		OFFEI	RED QUOTATION	
QTY	UNIT OF	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:				
	-	Terms & Condition		-		
-	-	Terms & Condition				
		Exporting to, integrationg with, or scripting to exact index data from third party applications, are not within the scope of our service.				



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	₱900.	000.00	Total Offered quotation (in Php)	Php
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.				

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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Position/Designation
Office Telephone No.
Mobile Phone No./Fax N