



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: 5/28/2025  
Quotation No: 2025-0305

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 Office Supplies to be used by CHO**, 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>			
Supply & Delivery of Office Supplies to be used by CHO			One Hundred Twenty Seven Thousand Six Hundred Seventy Two Pesos only			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS	
			Yes	No		
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, BLACK				
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, CYAN				
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA				
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW				



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60	ream	PAPER, BOND/COPIER, SUB 20 (70GSM), SHORT (8.5X11") REAM				
30	ream	PAPER, BOND/COPIER, SUB 24 (80GSM), A4 (8.27X11.69"), REAM				
60	ream	PAPER, BOND/COPIER, SUB 20 (70GSM), LONG (8.5X13"), REAM				
56	pack	PAPER, PARCHMENT-TYPE, A4 (8.27X11.69"), 200GSM, 10S/PACK				
10	pc	ENVELOPE, PLASTIC, W/ HANDLE, SHORT				
12	pc	ENVELOPE, PLASTIC, W/ HANDLE, LONG				
20	pc	CLEAR BOOK, LONG (8X13"), BLUE				
1	box	FOLDER, EXPANDABLE, SHORT, BLUE, 100S/BOX				
1	box	FOLDER, EXPANDABLE, LONG, BLUE, 100S/BOX				
54	pc	TAPE, CLEAR, 1", ROLL, 50M				
2	pc	TAPE DISPENSER, HEAVY DUTY FOR 1"				
30	pc	TAPE, CLEAR, 2", ROLL, 50M				
5	box	MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING (12pcs/BOX)				
60	pc	MARKER, WHITEBOARD, BROAD, ASSORTED, FOR HEAVY WRITING				
10	box	PENCIL, #2, 125/BOX, GRAPHITE LEAD, WRITING				
20	pc	SCISSORS, 6", HEAVY DUTY				
55	pc	PEN, BALL-POINT, BLACK				
100	pc	CERTIFICATE JACKET, A4, PLASTIC				
48	pc	CERTIFICATE JACKET, SHORT, PLASTIC				
6	pc	DOCUMENT BOX, HARD BOUND, 16X13X10, WITH COVER, BLUE				
2	pc	LAMINATING FILM, LEGAL SIZE, 125 MICRONS, 1005/REAM				
9	pc	CLIPBOARD FOLDER W/ COVER, LONG (8X14")				



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2	pc	PENCIL SHARPENER, DOUBLE CUTTER HEAD				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, BLACK				
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, CYAN				
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA				
15	bottle	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW				
60	ream	PAPER, BOND/COPIER, SUB 20 (70GSM), SHORT (8.5X11") REAM				
30	ream	PAPER, BOND/COPIER, SUB 24 (80GSM), A4 (8.27X11.69"), REAM				
60	ream	PAPER, BOND/COPIER, SUB 20 (70GSM), LONG (8.5X13"), REAM				
56	pack	PAPER, PARCHMENT-TYPE, A4 (8.27X11.69"), 200GSM, 10S/PACK				
10	pc	ENVELOPE, PLASTIC, W/ HANDLE, SHORT				
12	pc	ENVELOPE, PLASTIC, W/ HANDLE, LONG				
20	pc	CLEAR BOOK, LONG (8X13"), BLUE				
1	box	FOLDER, EXPANDABLE, SHORT, BLUE, 100S/BOX				
1	box	FOLDER, EXPANDABLE, LONG, BLUE, 100S/BOX				
54	pc	TAPE, CLEAR, 1", ROLL, 50m				
2	pc	TAPE DISPENSER, HEAVY DUTY FOR 1"				
30	pc	TAPE, CLEAR, 2", ROLL, 50M				



**TERMS AND CONDITIONS:**

- Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es