

Company Name:__

Address:

15

HOLOGRAPHIC AUTHENTICITY

SEAL, YELLOW

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

| Business | Permit No.: | | | | ALL STATES | |
|--|--|---|--|---------------|--|--|
| TIN: | | | | | A 73 | |
| | Registration N | lo.(required): | | | | |
| be used by Act No.918 | CHO, which w 4. | ill be undertaken in accordance with Sectior | n 53.9 of ti | ne 2016 Re | ds to procure Supply & Delivery of Office Supplies to vised Implementing Rules and Regulations of Republic | |
| | | | | | t to the Terms and Conditions provided. | |
| | | | red to be | | ed along with your quotation/proposal: | |
| | | ness Permit: (Certified True Copy) | _ 6h | | EPS Registration (Certified True Copy) | |
| 2. O | mnibus Swo | rn Statement (original) | | _ | icate of Registration (Certified True Copy) | |
| 3. Late | Latest Income Tax (Certified True Copy) 6. Tax Clearance (Certified true copy) | | learance (Certified true copy) | | | |
| (3) technical (4) Failure to | NS: ter the contents specifications w | In this in any way. of this in any way. ith asterisks(*) are mandatory. Failure to comply way. itructions will disqualify your entire quotation. by read and accepted the Terms and Conditions, I/w | with any of th | ne mandator | y requirements will disqualify your | |
| Aite | | rocurement Project | Ve subilité de | | roved Budget for the Contract (ABC) | |
| Supply & Delivery of Office Supplies to be used by CHO | | | One Hundred Twenty Seven Thousand Six Hundred Seventy Two Pesos only | | | |
| A SA SANSON | | A 108 | | | | |
| QTY | UNIT OF ISSUE | ITEM DESCRIPRION | Yes | pliance No | REMARKS | |
| 15 | bottle | INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, BLACK | 10 | | | |
| 15 | bottle | INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, CYAN | | | | |
| 15 | bottle | INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA | | | | |
| | | INK EPSON 003 BOTTLE W/ | | | | |

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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 | | | 18 |
| 60 | ream | PAPER, BOND/COPIER, SUB 20 (70GSM), LONG (8.5X13"), REAM | | | |
| 56 | pack | PAPER, PARCHMMENT-TYPE, A4 (8.27X11.69"), 200GSM, 10S/PACK | | | |
| 10 | рс | ENVELOPE, PLASTIC, W/ HANDLE, SHORT | | | |
| 12 | рс | ENVELOPE, PLASTIC, W/ HANDLE, LONG | | The state of the s | A 80 8 |
| 20 | рс | CLEAR BOOK, LONG (8X13"), BLUE | 25.5 | | |
| 1 | box | FOLDER, EXPANDABLE, SHORT, BLUE, 100S/BOX | A STATE OF THE STA | | |
| 1 | box | FOLDER, EXPANDABLE, LONG, BLUE, 100S/BOX | Part of | | A CONTRACTOR OF THE PARTY OF TH |
| 54 | рс | TAPE, CLEAR, 1", ROLL, 50M | | | 45.00 |
| 2 | рс | TAPE DISPENSER, HEAVY DUTY FOR 1" | | No. | A COLUMN TO THE PARTY OF THE PA |
| 30 | рс | TAPE, CLEAR, 2", ROLL, 50M | | MARCH TO SERVICE STREET | |
| 5 | box | MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING (12pcs/BOX) | Market Control of the | | |
| 60 | рс | MARKER, WHITEBOARD, BROAD, ASSORTED, FOR HEAVY WRITING | | | |
| 10 | box | PENCIL, #2, 125/BOX, GRAPHITE LEAD, WRITING | | | |
| 20 | рс | SCISSORS, 6", HEAVY DUTY | | | |
| 55 | рс | PEN, BALL-POINT, BLACK | | | |
| 100 | рс | CERTIFICATE JACKET, A4, PLASTIC | | | |
| 48 | pc | CERTIFICATE JACKET, SHORT, PLASTIC | | | |
| 6 | рс | DOCUMENT BOX, HARD BOUND, 16X13X10, WITH COVER, BLUE | | | |
| 2 | рс | LAMINATING FILM, LEGAL SIZE, 125 MICRONS, 1005/REAM | | | |
| 9 | рс | CLIPBOARD FOLDER W/ COVER, LONG (8X14") | | | |

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| 2 | рс | PENCIL SHARPENER, DOUBLE CUTTER HEAD | | | | |
|------|---------|---|--|--|-------------------|-------------|
| | | | | - | | 1 |
| | Sur | nmary of Approved Budget | | OFFER | ED QUOTATION | 43 |
| OTV. | UNIT OF | | QTY | UNIT OF | ITEM DESCRIPTION | TOTAL PRICE |
| QTY | ISSUE | ITEM DESCRIPTION | QIT | ISSUE | TIENI DESCRIPTION | TOTAL PRICE |
| 15 | bottle | INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, BLACK | | | | 300 |
| 15 | bottle | INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, CYAN | | And the same of th | A 10 9 | D. Contract |
| 15 | bottle | INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA | A STATE OF THE STA | | | |
| 15 | bottle | INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW | | | | |
| 60 | ream | PAPER, BOND/COPIER, SUB 20 (70GSM), SHORT (8.5X11") REAM | Telli | 10 | a St. Of Ball | |
| 30 | ream | PAPER, BOND/COPIER, SUB 24 (80GSM), A4 (8.27X11.69"), REAM | | M. M. AND ST. IN S | | |
| 60 | ream | PAPER, BOND/COPIER, SUB 20 (70GSM), LONG (8.5X13"), REAM | Mark Transport | | | |
| 56 | pack | PAPER, PARCHMMENT-TYPE, A4 (8.27X11.69"), 200GSM, 10S/PACK | | | | |
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| 12 | рс | ENVELOPE, PLASTIC, W/ HANDLE, LONG | | | | |
| 20 | рс | CLEAR BOOK, LONG (8X13"), BLUE | | | | |
| 1 | box | FOLDER, EXPANDABLE, SHORT, BLUE, 100S/BOX | | | | |
| 1 | box | FOLDER, EXPANDABLE, LONG, BLUE, 100S/BOX | | | | |
| 54 | рс | TAPE, CLEAR, 1", ROLL, 50M | | | | |
| 2 | рс | TAPE DISPENSER, HEAVY DUTY FOR 1" | | | | |
| 30 | рс | TAPE, CLEAR, 2", ROLL, 50M | | | | |

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| | | 1 6 4 6 | P127, | 672.00 | Total Offered quotation (in Php) Php |
|-----|-----|--|--|------------|--|
| | | 100 | 1 | | |
| | | / // // | 9 | 4.76.2 | |
| 2 | рс | PENCIL SHARPENER, DOUBLE CUTTER HEAD | | A STATE OF | S. Carrier |
| 9 | рс | CLIPBOARD FOLDER W/ COVER, LONG (8X14") | | | A STATE OF THE STA |
| 2 | рс | LAMINATING FILM, LEGAL SIZE, 125 MICRONS, 1005/REAM | de | | |
| 6 | рс | DOCUMENT BOX, HARD BOUND, 16X13X10, WITH COVER, BLUE | A STATE OF THE PARTY OF THE PAR | 6 | |
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| 55 | рс | PEN, BALL-POINT, BLACK | | | |
| 20 | рс | SCISSORS, 6", HEAVY DUTY | | | |
| 10 | box | PENCIL, #2, 125/BOX, GRAPHITE LEAD, WRITING | | | |
| 60 | рс | MARKER, WHITEBOARD, BROAD, ASSORTED, FOR HEAVY WRITING | | | |
| 5 | box | MARKER, PERMANENT, BROAD, BLACK, FOR HEAVY WRITING (12pcs/BOX) | | | |

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.

| | Signature over Printed Name |
|---|-----------------------------|
| | Position/Designation |
| | Office Telephone No. |
| | Mobile Phone No./Fax No. |
| _ | Email address/es |