



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: 6/26/2025
Quotation No:2025-0360

Company Name: _____

Address: _____

TIN: _____

PhilGEPS Registration No.(required): _____

The **City Government of Muntinlupa**, through its Bids and Awards Committee, intends to procure **Supply & Delivery of Office and Computer Supplies to be used by DILG-Muntinlupa and People's Law Enforcement Board**, 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 Office and Computer Supplies to be used by DILG-Muntinlupa and People's Law Enforcement Board			Seventy Thousand Six Hundred Seventy One Pesos only			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS	
			Yes	No		
10	PAD	NOTE PAD, 2X2 INCHES, 100 SHEETS/PAD				
10	PAD	NOTE PAD, 3X3 INCHES, 100 SHEETS/PAD				
10	PAD	NOTE PAD, STICK-ON, 3X3 INCHES, 100 SHEETS/PAD				
10	PAD	NOTE PAD, STICK-ON, POST-IT STRIPS, 5 PADS				
10	PACK	PAPER, BOARD-TYPE, A4 (8.27X11.69"), 220GSM, WHITE, VELLUM BOARD, 10S/PACK				



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10	PACK	PAPER, BOARD-TYPE, SHORT (8.5X11"), 220GSM, WHITE, VELLUM BOARD 10S/PACK				
50	PACK	PAPER, BOND/COPIER, SUB 24 (80GSM), A4 (8.27X11.69"), REAM				
10	REAM	PAPER, BOND/COPIER, SUB 24 (80GSM), LONG (8.5X13"), REAM				
5	REAM	PAPER, BOND/COPIER, SUB 24 (80GSM), SHORT (8.5X11") REAM				
20	PACK	PAPER, SPECIALTY, TEXTURED, 8.5 x 11 INCHES, 220GSM, 10S PER PACK, WHITE				
10	PACK	PAPER, STICKER-TYPE, HIGH GLOSS, A4 (8.27X11.69"), 10S PER PACK				
1	PC	PAPER TRIMMER 1512 12X15IN WOOD				
5	PC	CORRECTION PEN, LIQUID, 7ML				
50	PC	PEN, BALL-POINT, BLACK				
12	PC	PEN, SIGN, GEL, 0.7MM, BLACK				
12	PC	PEN, SIGN, GEL, 0.7MM, BLUE				
12	PC	PEN, SIGN, HI-TECH POINT GRIP, V10, BLACK				
12	PC	PEN, SIGN, HI-TECH POINT GRIP, V10, BLUE				
10	BOX	PENCIL, #2, 12S/BOX, GRAPHITE LEAD, WRITING				
20	PC	ARCH FILE, BLACK, 3 INCHES 2-RING, D-TYPE, LEGAL W/ INSERT CARD ON SPINE FOR LABEL				
200	PC	ENVELOPE, BROWN, LONG				
5	PC	ENVELOPE, PLASTIC, W/ HANDLE, LONG				
1	BOX	FOLDER, EXPANDABLE, LONG, BLUE, 100S/BOX				
12	BOX	BINDER CLIP, BACKFOLD, 3/4" (19MM), 12S/BOX				
1	PACK	CABLE TIE WRAP, NYLON, 2X150MM 100S/PER PACK				
1	SET	CORD, EXTENSION, WITH SWITCH, 5-GANG, 1.83M CORD LENGTH				
1	SET	CORD, EXTENSION, 12-GANG, UNIVERSAL TOWER SURGE PROTECTOR, WITH SWITCH				
5	PACK	BATTERY, AAA, 2S/PACK				



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2	BOTTLE	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, CYAN				
2	BOTTLE	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA				
2	BOTTLE	INK, EPSON 003, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW				
3	BOTTLE	INK, EPSON T6641, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, BLACK				
2	BOTTLE	INK, EPSON T6642, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, CYAN				
2	BOTTLE	INK, EPSON T6643, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, MAGENTA				
2	BOTTLE	INK, EPSON T6644, BOTTLE, W/ HOLOGRAPHIC AUTHENTICITY SEAL, YELLOW				
10	PC	FLASH DRIVE, 3.0, 32GB				
4	PC	USB HUB, 4-PORT, USB 3.0 HIGH SPEED				
1	PC	DONGLE, WI-FI RECEIVER, NANO USB ADAPTER, 300MBPS				
4	PC	HDMI TO HDMI CABLE, 1.5M				
2	UNIT	ICT PARTS, UNINTERRUPTED POWER SUPPLY (UPS) 650 VA				
4	PC	UNIVERSAL ADAPTOR				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
10	PAD	NOTE PAD, 2X2 INCHES, 100 SHEETS/PAD				
10	PAD	NOTE PAD, 3X3 INCHES, 100 SHEETS/PAD				
10	PAD	NOTE PAD, STICK-ON, 3X3 INCHES, 100 SHEETS/PAD				
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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