



## REQUEST FOR QUOTATION

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

Name of Project: **Procurement of Various Supplies and Materials for the RPDU of the University**

Approved Budget Cost: **PHP 269,150.00**

Purchase Request No.: **PR 24-08-376**

Closing Date: **September 18, 2024 9:30 AM**

Description:

- 1.) *One Hundred Thirty-Nine (139) reams of Bond Paper, 8.5" X 13" (Long), Substance 20, 70 GSM*
- 2.) *Ninety-Seven (97) reams of Bond Paper, 8.27" X 11.69" (A4), Substance 20, 70 GSM*
- 3.) *Thirty-Six (36) reams of Bond Paper, 8.5" X 11" (short), Substance 20, 70 GSM*
- 4.) *Thirty-Three (33) sets of Printer Ink  
For Epson Printer, #003(Cyan, Magenta, Black, Yellow)*
- 5.) *Two (2) sets of Printer Ink  
For Epson Printer, #664(Cyan, Magenta, Black, Yellow)*
- 6.) *Seven (7) bottles of Printer Ink  
For Epson Printer, #003(Black)*
- 7.) *Twenty (20) boxes of Sign Pen, Gel type, 0.5mm, 12 pcs/box  
black - 10 boxes  
blue - 7 boxes  
red - 3 boxes*
- 8.) *Fifty (50) boxes of Sign Pen, Gel type, 0.7mm, 12 pcs/box  
black - 25 boxes  
blue - 24 boxes  
red - 1 boxes*
- 9.) *Forty-Nine (49) boxes of Ordinary Ballpen, 12 pcs/box  
Red - 20 boxes  
Black - 29 boxes*
- 10.) *Eighty-Nine (89) pcs of Plastic Envelop, long, transparent*
- 11.) *One (1) box of Kraft Folder, A4, brown, 100 pcs/box*
- 12.) *Eighty (80) pcs of Folder, Long (23x37.5cm, White*
- 13.) *One Hundred Seventy (170) pcs of Brown Envelop, Long*
- 14.) *Thirty (30) pcs of Brown Envelop, A4*
- 15.) *Thirty (30) pcs of Brown Envelop, Short*
- 16.) *One Hundred Forty-Four (144) pcs of Expanding Envelope with garter, Long, Brown*



Republic of the Philippines  
WESTERN MINDANAO STATE UNIVERSITY  
BIDS AND AWARDS COMMITTEE FOR GOODS  
Normal Road, Baliwasan Zamboanga City  
Telefax.: 062-991-1771 loc 1003  
[www.wmsu.edu.ph](http://www.wmsu.edu.ph)



- 17.) Six (6) boxes of Bull Clip, 41mm, black
- 18.) Eight (8) boxes of Pencil, No. 2, medium size, 12 pcs/box
- 19.) Twenty (20) pcs of Correction Tape, 8m
- 20.) Thirteen (13) packs of Photopaper, A4, 10 pcs/pack
- 21.) One Hundred Fifteen (115) pcs of Permanent Marker  
black - 85 pcs  
red - 10 pcs  
blue - 20 pcs
- 22.) Thirty-Six (36) pcs of Whiteboard Marker  
black - 26 pcs  
blue - 10 pcs
- 23.) Twenty-Five (25) pcs of Highlighter Pen, chisel tip  
green - 5 pcs  
orange - 5 pcs  
pink - 5 pcs  
blue - 5 pcs  
yellow - 5 pcs
- 24.) Six (6) pcs of Record Book, 7" x 11", 500 pages
- 25.) Forty-Two (42) packs of Manila Paper, 48GSM, 36X48 inches, 5 sheets/pack
- 26.) Twenty (20) rolls of CLEAR TAPE  
24mm
- 27.) Ninety (90) pcs of Notebook, 80 leaves, spiral
- 28.) Eighty-One (81) pcs of Notebook, 50 leaves, spiral
- 29.) Four (4) pcs of Notebook, 90 leaves, spiral
- 30.) Thirty (30) pads of Notepad stick on, 76mm x 76mm, 100 sheets
- 31.) Forty (40) pcs of Clearbook, Size: Legal, 20 sheets
- 32.) Ten (10) pcs of Clearbook, Size: A4, 20 sheets
- 33.) Twenty-Five (25) boxes of Staple Wire, no. 35
- 34.) Twenty-Two (22) pcs of Stapler no. 35
- 35.) One Hundred Twenty-Five (125) pcs of Certificate Holder, size: A4
- 36.) Thirteen (13) pcs of Scissors, size: 180mm
- 37.) One (1) ream of Vellum paper, Size: Legal
- 38.) Thirteen (13) reams of Sticker Paper, A4
- 39.) Three (3) packs of Photo Sticker Paper, A4, 150 gsm, glossy
- 40.) Thirteen (13) reams of Special paper, Size: A4



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- 41.) *Three (3) reams of Special paper, Size: Short*
- 42.) *Eleven (11) rolls of Packing Tape, size: 2" x 50 meters, clear/tan*
- 43.) *Ten (10) pcs of Folding Umbrella*
- 44.) *Ten (10) bottles of Alcohol, 70% solution, 500ml/bottle, ethyl*
- 45.) *Ten (10) bottles of Disinfectant Spray, 170g/bottle*
- 46.) *Ten (10) packs of Special Paper, A4, 10 shts/pack*
- 47.) *Six (6) rolls of Double sided tape, 12mm x 10 meters*
- 48.) *Six (6) rolls of Double sided tape, 18mm x 10 meters*
- 49.) *Ten (10) bottles of Glue, all purpose, 40g*
- 50.) *Five (5) pcs of File Organizer, expanding, plastic, legal size*
- 51.) *Twenty (20) pcs of PVC Clear binding folder, Size: A4*
- 52.) *Ten (10) packs of Index tab, self adhesive, transparent, 100-200 shts/pack*
- 53.) *Six (6) pcs of Storage box, 1000L capacity*
- 54.) *Six (6) pcs of Storage box, 500L capacity*
- 55.) *Five (5) boxes of Paper Clip, vinyl coated, 33mm*
- 56.) *Ten (10) boxes of Paper Clip, vinyl coated, 50mm*
- 57.) *Six (6) bundles of Plastic Ring Bind spines, comb size: 32mm*
- 58.) *One (1) unit of Comb Binding Machine  
A4 Hole punch 30 holes 26 holes loose-leaf paper punch  
20 holes perforated hole punch binder  
Heavy Duty  
Number of punched sheets: 12 sheets*
- 59.) *Seven (7) pcs of Data Folder, Legal size*
- 60.) *Two (2) pcs of Tape Dispenser for 1 inch*
- 61.) *Twelve (12) boxes of Crayon, 8 colors/box*
- 62.) *Five (5) packs of Parchment Paper, A4 size, 10 sheets/pack*
- 63.) *One (1) piece of Paper Cutter/Trimmer Board  
wood/metal base  
with measuring scale and paper adjuster A4*
- 64.) *Nine (9) pcs of Stand File Box, Color: Red*
- 65.) *Nine (9) pcs of Clear Acrylic Desk Nameplate  
Height: 3-5"  
Length: 10-16"*



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The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act. No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

Pursuant to Annex “H” documentary requirements interested bidders are required to submit their valid and current Mayor’s Permit, PhilGEPS Registration and other relevant documents (if necessary), upon the submission of quotation.

Award of contract shall be made to the lowest calculated and responsive bid, which complies with the necessary description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative/s.

Submission of Quotation and eligibility documents is on or before September 18, 2024 9:30 AM at the BAC Office, 2nd Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email ([bac@wmsu.edu.ph](mailto:bac@wmsu.edu.ph)) or through facsimile at (062) 991-1771 loc 1003  
For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.

# REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: **24-08-376**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 18 SEP 2024 at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

**JOSELITO D. MADROÑAL, DPA**  
BAC Chairperson for GOODS

**NOTE:**

- 1 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD \_\_\_\_\_ CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER.
- 3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS. ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY
- 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
- 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

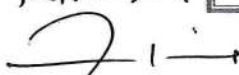
Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	139	reams	Bond Paper, 8.5" X 13" (Long), Substance 20, 70 GSM	₱ 41,700.00		
2.	97	reams	Bond Paper, 8.27" X 11.69" (A4), Substance 20, 70 GSM	₱ 27,160.00		
3.	36	reams	Bond Paper, 8.5" X 11" (short), Substance 20, 70 GSM	₱ 9,000.00		
4.	33	sets	Printer Ink For Epson Printer, #003(Cyan, Magenta, Black, Yellow)	₱ 39,600.00		
5.	2	sets	Printer Ink For Epson Printer, #664(Cyan, Magenta, Black, Yellow)	₱ 2,000.00		
6.	7	bottles	Printer Ink For Epson Printer, #003(Black)	₱ 2,800.00		
7.	20	boxes	Sign Pen, Gel type, 0.5mm, 12 pcs/box black - 10 boxes blue - 7 boxes red - 3 boxes	₱ 6,000.00		
8.	50	boxes	Sign Pen, Gel type, 0.7mm, 12 pcs/box black - 25 boxes blue - 24 boxes red - 1 boxes	₱ 17,500.00		
9.	49	boxes	Ordinary Ballpen, 12 pcs/box Red - 20 boxes Black - 29 boxes	₱ 7,350.00		

EPS Reference Number : \_\_\_\_\_  
 EPS Solicitation Number : \_\_\_\_\_  
 EPS Closing Date : \_\_\_\_\_

Brand & Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

PhilGEPS Certificate No.: \_\_\_\_\_  
 Certificate Reference No.: \_\_\_\_\_

*REY ESPIRITUSANTO*  


**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Canvasser

\_\_\_\_\_  
 Printed Name/Signature  
 \_\_\_\_\_  
 Tel .No./Cellphone #  
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BAC Chairperson for GOODS

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- 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

10.	89	pcs	Plastic Envelop, long, transparent	P	1,780.00		
11.	1	box	Kraft Folder, A4, brown, 100 pcs/box	P	500.00		
12.	80	pcs	Folder, Long (23x37.5cm, White	P	1,600.00		
13.	170	pcs	Brown Envelop, Long	P	3,400.00		
14.	30	pcs	Brown Envelop, A4	P	300.00		
15.	30	pcs	Brown Envelop, Short	P	300.00		
16.	144	pcs	Expanding Envelope with garter, Long, Brown	P	4,320.00		
17.	6	boxes	Bull Clip, 41mm, black	P	600.00		
18.	8	boxes	Pencil, No. 2, medium size, 12 pcs/box	P	800.00		
19.	20	pcs	Correction Tape, 8m	P	400.00		
20.	13	packs	Photopaper, A4, 10 pcs/pack	P	2,600.00		
21.	115	pcs	Permanent Marker black - 85 pcs red - 10 pcs blue - 20 pcs	P	3,450.00		
22.	36	pcs	Whiteboard Marker black - 26 pcs blue - 10 pcs	P	1,080.00		

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23.	25	pcs	Highlighter Pen, chisel tip green - 5 pcs orange - 5 pcs pink - 5 pcs blue - 5 pcs yellow - 5 pcs	P	750.00	
24.	6	pcs	Record Book, 7" x 11", 500 pages	P	1,200.00	
25.	42	packs	Manila Paper, 48GSM, 36X48 inches, 5 sheets/pack	P	2,520.00	
26.	20	rolls	CLEAR TAPE 24mm	P	200.00	
27.	90	pcs	Notebook, 80 leaves, spiral	P	4,500.00	
28.	81	pcs	Notebook, 50 leaves, spiral	P	2,430.00	
29.	4	pcs	Notebook, 90 leaves, spiral	P	320.00	
30.	30	pads	Notepad stick on, 76mm x 76mm, 100 sheets	P	900.00	
31.	40	pcs	Clearbook, Size: Legal, 20 sheets	P	2,400.00	
32.	10	pcs	Clearbook, Size: A4, 20 sheets	P	500.00	
33.	25	boxes	Staple Wire, no. 35	P	1,250.00	
34.	22	pcs	Stapler no. 35	P	3,300.00	

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*RECEIVED BY:*  
**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Canvasser

Printed Name/Signature \_\_\_\_\_

Tel. No./Cellphone # \_\_\_\_\_

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- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

35.	125	pcs	Certificate Holder, size: A4	P	6,250.00		
36.	13	pcs	Scissors, size: 180mm	P	1,950.00		
37.	1	ream	Vellum paper, Size: Legal	P	500.00		
38.	13	reams	Sticker Paper, A4	P	4,550.00		
39.	3	packs	Photo Sticker Paper, A4, 150 gsm, glossy	P	450.00		
40.	13	reams	Special paper, Size: A4	P	4,550.00		
41.	3	reams	Special paper, Size: Short	P	1,050.00		
42.	11	rolls	Packing Tape, size: 2" x 50 meters, clear/tan	P	550.00		
43.	10	pcs	Folding Umbrella	P	3,000.00		
44.	10	Bottles	Alcohol, 70% solution, 500ml/bottle, ethyl	P	700.00		
45.	10	Bottles	Disinfectant Spray, 170g/bottle	P	1,500.00		
46.	10	packs	Special Paper, A4, 10 shts/pack	P	450.00		
47.	6	rolls	Double sided tape, 12mm x 10 meters	P	360.00		
48.	6	rolls	Double sided tape, 18mm x 10 meters	P	480.00		
49.	10	bottles	Glue, all purpose, 40g	P	700.00		

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Brand & Model : \_\_\_\_\_  
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PhilGEPS Certificate No.: \_\_\_\_\_  
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*POSTED 10/7/24*

**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Carvasser

\_\_\_\_\_  
 Printed Name/Signature

\_\_\_\_\_  
 Tel .No./Cellphone #

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50.	5	pcs	File Organizer, expanding, plastic, legal size	P	1,250.00		
51.	20	pcs	PVC Clear binding folder, Size: A4	P	700.00		
52.	10	packs	Index tab, self adhesive, transparent, 100-200 slits/pack	P	560.00		
53.	6	pcs	Storage box, 1000L capacity	P	27,000.00		
54.	6	pcs	Storage box, 500L capacity	P	6,000.00		
55.	5	boxes	Paper Clip, vinyl coated, 33mm	P	55.00		
56.	10	boxes	Paper Clip, vinyl coated, 50mm	P	130.00		
57.	6	bundles	Plastic Ring Bind spines, comb size: 32mm	P	1,440.00		
58.	1	unit	Comb Binding Machine A4 Hole punch 30 holes 26 holes loose-leaf paper punch 20 holes perforated hole punch binder Heavy Duty Number of punched sheets: 12 sheets	P	3,500.00		
59.	7	pcs	Data Folder, Legal size	P	875.00		
60.	2	pcs	Tape Dispenser for 1 inch	P	170.00		
61.	12	boxes	Crayon, 8 colors/box	P	420.00		
62.	5	packs	Parchment Paper, A4 size, 10 sheets/pack	P	250.00		

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63.	1	pc	Paper Cutter/Trimmer Board wood/metal base with measuring scale and paper adjuster A4	P	750.00		
64.	9	pcs	Stand File Box, Color: Red	P	2,250.00		
65.	9	pcs	Clear Acrylic Desk Nameplate Height: 3-5" Length: 10-16"	P	2,250.00		
Note: for the RPDU of the University							

PAGE 1 OF 1

Total: \_\_\_\_\_

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