



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 Office Supplies and Materials for the RESEL-ITSO**

Approved Budget Cost: **PHP 44,509.00**

Purchase Request No.: **PR 24-08-397**

Closing Date: **September 25, 2024 9:30 AM**

Description:

- 1.) *Twenty (20) bottles of Ethyl Alcohol, 500ml*
- 2.) *Ten (10) bottles of Air Freshener, Aerosol type, 150g*
- 3.) *Ten (10) bottles of Air Freshener, room gel air freshner, 180g*
- 4.) *Five (5) bottles of Disinfectant Spray, Aerosol type, 400g*
- 5.) *Five (5) bottles of Toilet Bowl Cleaner, 500ml*
- 6.) *Eight (8) bdles of Microfiber Cloth , 1 kilo/bdle*
- 7.) *Ten (10) pcs of Heavy Duty Mop Head Replacement (400-500g), 100% rayon*
- 8.) *Fifteen (15) packs of Detergent Powder, 1kg/pack*
- 9.) *Twenty (20) bottles of Glass Cleaner 250 ml*
- 10.) *Fifty (50) pcs of Toilet Deodorant Cake , 99.0% p-dichlorobenzene ,50 grams*
- 11.) *Four (4) pcs of Trash bin with cover (regular size for office)*
- 12.) *Three (3) bottles of Printer Ink
Original Canon GI-790 Ink Bottle Refill - BK, compatible to PIXMA G2020*
- 13.) *Two (2) sets of Printer Ink
Original Canon GI-790 Ink Bottle Refill
Cyan, Magenta, Yellow compatible to PIXMA G2020*
- 14.) *One (1) bottle of Printer Ink
Original Brother Ink Bottle Refill -
BT D60 BK*
- 15.) *One (1) pc of Maintenance Cartridge - Canon MC-G02 for PIXMA G2020*
- 16.) *Two (2) pcs of Business Calculator
(Heavy Duty), 12 Digits Display, two Way Power: Battery or Solar*
- 17.) *Fifty (50) pcs of Black Ballpoint Pen*
- 18.) *One Hundred Fifty (150) pcs of Blue Ballpoint Pen*
- 19.) *One Hundred Twelve (112) pcs of Blue Gel Sign Pen, 0.5 mm*



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



- 20.) *Twelve (12) pcs of Black Gel Sign Pen, 0.5 mm*
- 21.) *Six (6) packs of White Specialty Board paper
A4 size, 180 gsm, 10 pcs/pack*
- 22.) *Five (5) reams of Bond Paper, 8.5 x 13, subs. 20*
- 23.) *Five (5) reams of Bond Paper, A4 Size, subs 20*
- 24.) *Five (5) packs of Glossy Photo Paper
A4 size, plain white, 10 pcs/pack*
- 25.) *Five (5) packs of Glossy Photo Paper
Long size, plain white, 10 pcs/pack*
- 26.) *Five (5) packs of Matte Sticker Paper
long size, white*
- 27.) *Sixteen (16) pcs of Rechargeable Battery
Alkaline Battery, AA Size*
- 28.) *One (1) unit of Rechargeable Battery Charger
AA batteries, for alkaline batteries, at least 2 slots*
- 29.) *Ten (10) boxes of Paper Clip, size 33 mm*
- 30.) *Ten (10) boxes of Paper Clip, size 50 mm*
- 31.) *Five (5) boxes of Binder Clip, 19mm*
- 32.) *Five (5) boxes of Binder Clip, 25mm*
- 33.) *Ten (10) boxes of Binder Clip, 51mm*
- 34.) *One (1) pc of Heavy Duty Stapler
Binder Type
for 80/120/210 sheets of paper*
- 35.) *One (1) unit of Heavy Duty Paper Shredder
Cut Type: Strips
Large Bin Volume
Fast Shred Speed
Shredding Capacity: 15-20 sheets
Other: also shreds staples, credit cards, CDs/DVDs*

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.



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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 25, 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) 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.: **24-08-397**

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 **SEP. 25, 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	20	bottles	Ethyl Alcohol, 500ml. 50.00/bottles.	Php1,000.00		
2	10	bottles	Air Freshener, Aerosol type, 150g 100.00/bottles.	Php1,000.00		
3	10	bottles	Air Freshener, room gel air freshner, 180g 190.00/bottles.	Php1,900.00		
4	5	bottles	Disinfectant Spray, Aerosol type, 400g . 500.00/bottles.	Php2,500.00		
5	5	bottles	Toilet Bowl Cleaner, 500ml . 552.00/bottles.	Php2,760.00		
6	8	bdles	Microfiber Cloth , 1 kilo/bdle . 100.00/bdles.	Php800.00		
7	10	pcs	Heavy Duty Mop Head Replacement (400-500g), 100% rayon. 167.00/pcs.	Php1,670.00		
8	15	packs	Detergent Powder, 1kg/pack. 120.00/packs.	Php1,800.00		
9	20	bottles	Glass Cleaner 250 ml. 95.00/bottles.	Php1,900.00		
10	50	pcs	Toilet Deodorant Cake , 99.0% p-dichlorobenzene, 50 grams. 10.00/pcs.	Php500.00		
11	4	pcs	Trash bin with cover (regular size for office). 196.25/pcs.	Php785.00		
12	3	bottles	Printer Ink Original Canon GI-790 Ink Bottle Refill - BK, compatible to PIXMA G2020. 492.00/bottles.	Php1,476.00		
13	2	sets	Printer Ink Original Canon GI-790 Ink Bottle Refill Cyan, Magenta, Yellow compatible to PIXMA G2020. 1,512.00/sets.	Php3,024.00		
14	1	bottle	Printer Ink Original Brother Ink Bottle Refill - BT D60 BK. 504.00/bottle.	Php504.00		
15	1	pc	Maintenance Cartridge - Canon MC-G02 for PIXMA G2020. 1,080.00/pc.	Php1,080.00		

EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

PAGE 1 of 3

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.: _____

Portado by:
REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature _____
 Tel .No./Cellphone # _____
 Date _____

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16	2	pcs	Business Calculator (Heavy Duty), 12 Digits Display, two Way Power: Battery or Solar. 1,200.00/pcs.	Php2,400.00		
17	50	pcs	Black Ballpoint Pen. 10.00/pcs.	Php500.00		
18	150	pcs	Blue Ballpoint Pen. 10.00/pcs.	Php1,500.00		
19	112	pcs	Blue Gel Sign Pen, 0.5 mm. 18.00/pcs.	Php2,016.00		
20	12	pcs	Black Gel Sign Pen, 0.5 mm. 18.00/pcs.	Php216.00		
21	6	packs	White Specialty Board paper A4 size, 180 gsm, 10 pcs/pack. 42.00/packs.	Php252.00		
22	5	reams	Bond Paper, 8.5 x 13, subs. 20. 270.00/reams.	Php1,350.00		
23	5	reams	Bond Paper, A4 Size, subs 20. 246.00/reams.	Php1,230.00		
24	5	packs	Glossy Photo Paper A4 size, plain white, 10 pcs/pack. 48.00/packs.	Php240.00		
25	5	packs	Glossy Photo Paper Long size, plain white, 10 pcs/pack. 78.00/packs.	Php390.00		
26	5	packs	Matte Sticker Paper long size, white. 72.00/packs.	Php360.00		
27	16	Pcs	Rechargeable Battery Alkaline Battery, AA Size. 60.00/pcs.	Php960.00		
28	1	unit	Rechargeable Battery Charger AA batteries, for alkaline batteries, at least 2 slots. 540.00/unit.	Php540.00		
29	10	boxes	Paper Clip, size 33 mm. 14.00/boxes.	Php140.00		
30	10	boxes	Paper Clip, size 50 mm. 30.00/boxes.	Php300.00		
31	5	boxes	Binder Clip, 19mm. 28.80/boxes.	Php144.00		
32	5	boxes	Binder Clip, 25mm. 40.80/boxes.	Php204.00		
33	10	boxes	Binder Clip, 51mm. 108.00/boxes.	Php1,080.00		
34	1	pc	Heavy Duty Stapler Binder Type	Php2,000.00		

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 Certificate Reference No.: _____

Partido 137
REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

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			for 80/120/210 sheets of paper. 2,000.00/pc.			
35	1	unit	Heavy Duty Paper Shredder Cut Type: Strips Large Bin Volume Fast Shred Speed Shredding Capacity: 15-20 sheets Other: also shreds staples, credit cards, CDs/DVDs. 5,988.00/unit.	Php5,988.00		
			<i>Note: for the RESEL-ITSO of the University</i>			

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Total: _____

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