



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**

Approved Budget Cost: **PHP 100,920.15**

Purchase Request No.: **PR 24-10-472**

Closing Date: **October 29, 2024 9:30 AM**

Description:

- 1.) *Two (2) boxes of Paper Parchment*
Size: 210mm x 297mm, basis
Weight: 80gsm,
Suitable for laser/inkjet printing,
100 Sheet per box, Assorted
- 2.) *Thirty (30) sets of Manila Paper*
36 x 14 inches
10 pieces per set,
- 3.) *Ten (10) packs of Photo Paper*
Sticker Glossy, , A4 Size 210mm x 297 mm
Instant drying, Suitable for all inkjet printers, Highly Water Resistant, High Quality
20 Sheets per pack
- 4.) *Five (5) pcs of Data File Box*
W-125mm, H-230mm, L-400mm, Thick 3mm,
with finger ring and pocket for label holder,
Color: Green
- 5.) *Two (2) pcs of Dater Stamp*
W-75mm, H-230mm, L-380mm, Thick 2.5 mm, Spine is provided with finger ring and clear plastic pocket for labelling purposes
- 6.) *Thirty (30) rolls of Tissue, Interfold Paper Towel,*
150 pulls per pack
- 7.) *Five (5) boxes of Expanding Envelope*
With Smooth Surface, Size: 380 X 250 mm, Expansion: 50mm, With String and eyelet, Color: Green, Blue, Red, Yellow
100 pieces per box
- 8.) *Thirty (30) box of Pencil, Lead/Graphite with eraser,*
12 pieces per box
- 9.) *Two (2) tins of Air Refreshener, Aerosol Type,*
150g
- 10.) *Three (3) bottle of Cleanser, Scouring Powder,*
350g
- 11.) *Two (2) bottle of Dishwashing Liquid,*
Any Dishwashing Liquid,
500ml



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



- 12.) Two (2) bottle of Liquid Hand Soap,
Antibacterial Soap,
500 ml
- 13.) Sixty (60) reams of Multicopy Paper,
A4, Subs. 24,
80gsm
- 14.) Fifty (50) reams of Multicopy Paper,
Legal, Subs. 24,
80gsm
- 15.) Three (3) pcs of Scissors
Symmetrical/asymmetrical, 6" min.
Straight trimmers intended for cutting papers,
cotton, plastic, rubber, leather and other materials,
6", good quality
- 16.) Ten (10) pads of Note Pad
Stick-on,
50mm x 76mm,
Size: 50mm x 76mm (2" x 3"),
Basis Weight: 70gsm,
Sheet Thickness: 0.09mm,
100 Sheets per pad,
Assorted Colors
- 17.) Ten (10) packs of Sticky Notes,
Film Index Sign Here,
12x45mm,
5 Colors x 25 Sheets
- 18.) Five (5) gals of Alcohol
Isopropyl Alcohol, Antiseptic,
70% V/V Solution,
with scent and moisture
- 19.) Five (5) pcs of PHOTO ALBUM
Magnetic
Landscape 10x10
- 20.) Five (5) sets of Printer Ink
For Epson Printer
(T6641) Black, (T6642), Cyan, (T6643), Magenta, (T6644) Yellow
- 21.) Three (3) pcs of Banner Stand
Retractable Banner Stand Size: Width 39", Height: 80"
- 22.) Five (5) pack of AA size Battery
Dry cell Alkaline
2 pieces per pack,
- 23.) Five (5) pack of AAA size Battery
Dry cell, Alkaline
2 pieces per pack



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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 **October 29, 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.: **24-10-472**

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 **OCT. 29, 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.	2	boxes	Paper Parchment Size: 210mm x 297mm, basis Weight: 80gsm, Suitable for laser/inkjet printing, 100 Sheet per box, Assorted. 230.00/boxes.	P460.00		
2.	30	sets	Manila Paper 36 x 14 inches 10 pieces per set, . 50.00/sets.	P1,500.00		
3.	10	packs	Photo Paper Sticker Glossy, , A4 Size 210mm x 297 mm Instant drying, Suitable for all inkjet printers, Highly Water Resistant, High Quality 20 Sheets per pack . 125.00/packs.	P1,250.00		
4.	5	pcs	Data File Box W-125mm, H-230mm, L-400mm, Thick 3mm, with finger ring and pocket for label holder, Color: Green. 96.00/pcs	P480.00		
5.	2	pcs	Dater Stamp W-75mm, H-230mm, L-380mm, Thick 2.5 mm, Spine is provided with finger ring and clear plastic pocket for labelling purposes. 55.00/pcs.	P110.00		
6.	30	rolls	Tissue, Interfold Paper Towel, 150 pulls per pack. 105.00/rolls.	P3,150.00		
7.	5	boxes	Expanding Envelope With Smooth Surface, Size: 380 X 250 mm, Expansion: 50mm, With String and eyelet, Color: Green, Blue, Red, Yellow 100 pieces per box . 1,650.00/boxes	P8,250.00		

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

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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.: _____

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

Printed Name/Signature

Tel .No./Cellphone #

Date

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8.	30	Box	Pencil, Lead/Graphite with eraser, 12 pieces per box. 50.00/box.	P1,500.00		
9.	2	tins	Air Refreshener, Aerosol Type, 150g. 98.00/tins.	P196.00		
10.	3	bottle	Cleanser, Scouring Powder, 350g. 30.00/bottle.	P90.00		
11.	2	bottle	Dishwashing Liquid, Any Dishwashing Liquid, 500ml. 150.00/bottle	P300.00		
12.	2	bottle	Liquid Hand Soap, Antibacterial Soap, 500 ml. 100.00/bottle.	P200.00		
13.	60	reams	Multicopy Paper, A4, Subs. 24, 80gsm. 565.00/reams.	P33,900.00		
14.	50	reams	Multicopy Paper, Legal, Subs. 24, 80gsm. 635.00/reams.	P31,750.00		
15.	3	pcs	Scissors Symmetrical/asymmetrical, 6" min. Straight trimmers intended for cutting papers, cotton, plastic, rubber, leather and other materials, 6", good quality. 1,300.00/pcs.	P3,900.00		
16.	10	pads	Note Pad Stick-on, 50mm x 76mm, Size: 50mm x 76mm (2" x 3"), Basis Weight: 70gsm, Sheet Thickness: 0.09mm, 100 Sheets per pad, Assorted Colors. 50.00/pads.	P500.00		
17.	10	packs	Sticky Notes, Film Index Sign Here,	P480.00		

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			12x45mm, 5 Colors x 25 Sheets. 48.00/packs.			
18.	5	gals	Alcohol Isopropyl Alcohol, Antiseptic, 70% V/V Solution, with scent and moisture. 380.00/gals.	P1,900.00		
19.	5	pcs	PHOTO ALBUM Magnetic Landscape 10x10. 230.00/pcs.	P1,150.00		
20.	5	sets	Printer Ink For Epson Printer (T6641) Black, (T6642), Cyan, (T6643), Magenta, (T6644) Yellow. 1,200.00/sets.	P6,000.00		
21.	3	pcs	Banner Stand Retractable Banner Stand Size: Width 39", Height: 80". 1,000.00/pcs.	P3,000.00		
22.	5	pack	AA size Battery Dry cell Alkaline 2 pieces per pack, . 59.76/pack.	P298.80		
23.	5	pack	AAA size Battery Dry cell, Alkaline 2 pieces per pack. 111.07/pack.	P555.35		
			<i>Note: for the WESMAARDEC of the University</i>			

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Total: _____

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