



## 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 WMSU Palaro Secretariat of the University**

Approved Budget Cost: **Php 24,795.00**

Purchase Request No.: **PR 24-10-478**

Closing Date: **October 28, 2024 9:30 AM**

Description:

- 1.) *Four (4) bags of Lime. 660.00/bags*
- 2.) *Sixteen (16) pcs of Battery, AA size*
- 3.) *Ten (10) pcs of Cartolina*
- 4.) *Fifteen (15) pcs of Permanent Marker*  
*Black - 5 pcs*  
*Red - 5 pcs*  
*Blue - 5 pcs*
- 5.) *Thirty (30) pcs of Whiteboard Marker*  
*Red - 10 pcs*  
*Blue - 10 pcs*  
*Black - 10 pcs*
- 6.) *Ten (10) packs of Wet Wipes*
- 7.) *Sixty (60) pcs of Expanding Folder (Long)*
- 8.) *Two (2) pcs of Basketball Score sheets*
- 9.) *Two (2) pcs of Softball Score Sheets*
- 10.) *Four (4) box of Ballpen (Black)*
- 11.) *Four (4) box of Ballpen (Blue)*
- 12.) *Five (5) rolls of Plastic Twine (Big)*
- 13.) *Two (2) box of Fastener*
- 14.) *Ten (10) bottle of Isopropyl Alcohol (500mL)*
- 15.) *Two (2) packs of Cotton (Big)*
- 16.) *Fifty (50) roll of Masking Tape 2"*
- 17.) *Two (2) box of Pencil*
- 18.) *Two (2) box of Staple wire*
- 19.) *Two (2) pcs of Stapler*



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)



- 20.) *Ten (10) pcs of Correction Tape*
- 21.) *Five (5) sets of Printer Ink  
For EPSON L3210 (Black, Magenta, Cyan, Yellow)*
- 22.) *Five (5) bottle of Printer Ink  
For EPSON L3210 (Black)*
- 23.) *Ten (10) packs of Photo Paper  
10 pcs/pack*
- 24.) *Ten (10) packs of Special Paper  
10 pcs/pack*
- 25.) *Two (2) bottle of Glue (250g)*

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 28, 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.: **24-10-478**

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 28 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.	4	bags	Lime. 660.00/bags.	P2,640.00		
2.	16	pcs	Battery, AA size. 20.00/pcs.	P320.00		
3.	10	pcs	Cartolina. 15.00/pcs.	P150.00		
4.	15	pcs	Permanent Marker Black - 5 pcs Red - 5 pcs Blue - 5 pcs. 35.00/pcs.	P525.00		
5.	30	pcs	Whiteboard Marker Red - 10 pcs Blue - 10 pcs Black - 10 pcs . 35.00/pcs.	P1,050.00		
6.	10	packs	Wet Wipes. 45.00/packs.	P450.00		
7.	60	pcs	Expanding Folder (Long). 15.00/pcs.	P900.00		
8.	2	pcs	Basketball Score sheets. 200.00/pcs.	P400.00		
9.	2	pcs	Softball Score Sheets. 200.00/pcs.	P400.00		
10.	4	box	Ballpen (Black). 150.00/box.	P600.00		
11.	4	box	Ballpen (Blue). 150.00/box.	P600.00		
12.	5	rolls	Plastic Twine (Big). 150.00/rolls.	P750.00		
13.	2	box	Fastener . 100.00/box.	P200.00		
14.	10	bottle	Isopropyl Alcohol (500mL). 100.00/bottle.	P1,000.00		
15.	2	packs	Cotton (Big) . 50.00/packs.	P100.00		

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.: \_\_\_\_\_

*POSTED BY:* \_\_\_\_\_  
**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Canvasser

\_\_\_\_\_  
 Printed Name/Signature  
 \_\_\_\_\_  
 Tel .No./Cellphone #  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date

# REQUEST FOR QUOTATION

Western Mindanao State University

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

PR No.: **24-10-478**

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 28 2016 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

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16.	50	roll	<b>Masking Tape 2" . 90.00/roll.</b>	<b>P4,500.00</b>		
17.	2	box	<b>Pencil. 100.00/box.</b>	<b>P200.00</b>		
18.	2	box	<b>Staple wire. 80.00/box.</b>	<b>P160.00</b>		
19.	2	pcs	<b>Stapler. 150.00/pcs.</b>	<b>P300.00</b>		
20.	10	pcs	<b>Correction Tape. 35.00/pcs.</b>	<b>P350.00</b>		
21.	5	sets	<b>Printer Ink</b> For EPSON L3210 (Black, Magenta, Cyan, Yellow) . 1,200.00/sets.	<b>P6,000.00</b>		
22.	5	bottle	<b>Printer Ink</b> For EPSON L3210 (Black). 300.00/bottle.	<b>P1,500.00</b>		
23.	10	packs	<b>Photo Paper</b> 10 pcs/pack. 100.00/packs.	<b>P1,000.00</b>		
24.	10	packs	<b>Special Paper</b> 10 pcs/pack. 50.00/packs.	<b>P500.00</b>		
25.	2	bottle	<b>Glue (250g). 100.00/bottle.</b>	<b>P200.00</b>		

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

EPS Reference Number : \_\_\_\_\_  
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 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.

<b>PhilGEPS Certificate No.:</b> _____ <b>Certificate Reference No.:</b> _____
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*POSTED BY: [Signature]*  
**REY ESPRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Canvasser

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

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

\_\_\_\_\_  
 Date