



## 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 ATBI Project of the University**

Approved Budget Cost: **Php 6,750.00**

Purchase Request No.: **PR 24-10-481**

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

Description:

- 1.) *One (1) sets of Printer Ink  
For Epson L3210 printer # 003(cyan, yellow, magenta and black)*
- 2.) *Three (3) packs of Photopaper, 50 pcs/pack*
- 3.) *Three (3) packs of Sticker Paper, 50 piece/pack*
- 4.) *Twelve (12) pads of Sticky Notes, 3x3 inches, 100 sheets*
- 5.) *Three (3) reams of Bondpaper, A4  
Subs. 20*
- 6.) *Three (3) reams of Bondpaper, Long  
Subs. 20*
- 7.) *Two (2) box of Pencil, lead/graphite, with eraser  
No. 2  
12 pcs/box*
- 8.) *Two (2) pcs of Record Book, 500 PAGES, 214mm x 278mm*
- 9.) *Four (4) bottle of Alcohol, Ethyl, 500 ml.*
- 10.) *Ten (10) pcs of Morocco Sliding Folder  
A4 size folders  
220 gsm Thickness*
- 11.) *Six (6) pcs of Writing pads, Intermediate pad  
80 leaves*

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



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)**



the bidder or his/her duly authorized representative/s.

Submission of Quotation and eligibility documents is on or before **October 30, 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.: **24-10-481**

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 30 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.	1	sets	<b>Printer Ink</b> For Epson L3210 printer # 003(cyan, yellow, magenta and black). 1,600.00/sets.	<b>P1,600.00</b>		
2.	3	packs	<b>Photopaper</b> , 50 pcs/pack. 250.00/packs.	<b>P750.00</b>		
3.	3	packs	<b>Sticker Paper</b> , 50 piece/pack. 250.00/packs.	<b>P750.00</b>		
4.	12	pads	<b>Sticky Notes</b> , 3x3 inches, 100 sheets. 20.00/pads.	<b>P240.00</b>		
5.	3	reams	<b>Bondpaper, A4</b> Subs. 20. 250.00/reams.	<b>P750.00</b>		
6.	3	reams	<b>Bondpaper, Long</b> Subs. 20. 300.00/reams.	<b>P900.00</b>		
7.	2	box	<b>Pencil</b> , lead/graphite, with eraser No. 2 , 12 pcs/box. 150.00/box.	<b>P300.00</b>		
8.	2	pcs	<b>Record Book</b> , 500 PAGES, 214mm x 278mm. 110.00/pcs.	<b>P220.00</b>		
9.	4	bottle	<b>Alcohol</b> , Ethyl, 500 ml.. 100.00/bottle.	<b>P400.00</b>		
10.	10	pcs	<b>Morocco Sliding Folder</b> A4 size folders 220 gsm Thickness . 30.00/pcs.	<b>P300.00</b>		
11.	6	pcs	<b>Writing pads, Intermediate pad</b> 80 leaves. 90.00/pcs.	<b>P540.00</b>		

PAGE 1 of 1

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

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.

<b>PhilGEPS Certificate No.:</b> _____ <b>Certificate Reference No.:</b> _____
---

*JOSE VILLAREAL*  
**REY ESPRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Canvasser

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