



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



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 Institutional Research Projects of the University**

Approved Budget Cost: **Php 43,210.00**

Purchase Request No.: **PR 24-10-493**

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

Description:

- 1.) *Thirty (30) reams of Bond Paper
8.5" X 13" (Long), Substance 20, 70 GSM, 500 sheet/ream*
- 2.) *Twenty-Five (25) reams of Bond Paper
8.27" X 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream*
- 3.) *Twenty (20) reams of Bond Paper
8.5" X 11" (short), Substance 20, 70 GSM, 500 sheet/ream*
- 4.) *Six (6) sets of Printer Ink
for Epson Printer(Cyan, Magenta, Black, Yellow #003)*
- 5.) *Six (6) box of Sign pen, 0.5mm Gel Pen, 12 pcs/box
black - 3
blue - 3*
- 6.) *Fifty (50) pcs of Folder, Size: A4, Color: white*
- 7.) *Fifty (50) pcs of Folder, Size: Long, Color: White ((23x37.5cm)*
- 8.) *Thirty (30) pcs of Expanded Envelop, Size: Long, color: red*
- 9.) *Twenty-Nine (29) pcs of Expanded Envelop, Size: Long, color: brown*
- 10.) *Thirty (30) pcs of Expanded Envelop, Size: A4, color: Brown*
- 11.) *Nine (9) pcs of Clear book, size: long*
- 12.) *Ten (10) box of Pencil - No. 2, Size: Medium, 12 pcs/box*
- 13.) *Ten (10) pcs of Correction Tape (8m-tape length)*
- 14.) *Ten (10) pads of Sticky notes, size: 3x3, 100 sheets*
- 15.) *Five (5) pcs of Puncher, big, 2 hole, color: blue*
- 16.) *Twenty (20) boxes of Staple Wire, standard #35*
- 17.) *Five (5) pcs of Stapler #35*
- 18.) *Five (5) box of Fastener by 50's*
- 19.) *Ten (10) boxes of Paper Clip, vinyl coated 50mm*



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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 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) 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.: **24-10-493**

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.	30	reams	Bond Paper 8.5" X 13"(Long), Substance 20, 70 GSM, 500 sheet/ream. 300.00/reams.	P9,000.00		
2.	25	reams	Bond Paper 8.27" X 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream. 250.00/reams.	P6,250.00		
3.	20	reams	Bond Paper 8.5" X 11" (short), Substance 20, 70 GSM, 500 sheet/ream 250.00/reams.	P5,000.00		
4.	6	sets	Printer Ink for Epson Printer(Cyan, Magenta, Black, Yellow #003). 1,200.00/sets.	P7,200.00		
5.	6	box	Sign pen, 0.5mm Gel Pen, 12 pcs/box black - 3 blue - 3 . 300.00/box.	P1,800.00		
6.	50	pcs	Folder, Size: A4, Color: white 10.00/pcs.	P500.00		
7.	50	pcs	Folder, Size: Long, Color: White ((23x37.5cm). 10.00/pcs.	P500.00		
8.	30	pcs	Expanded Envelop, Size: Long, color: red. 15.00/pcs.	P450.00		
9.	29	pcs	Expanded Envelop, Size: Long, color: brown. 35.00/pcs.	P1,015.00		
10.	30	pcs	Expanded Envelop, Size: A4, color: Brown. 25.00/pcs.	P750.00		
11.	9	pcs	Clear book, size: long. 130.00/pcs.	P1,170.00		
12.	10	box	Pencil - No. 2, Size: Medium, 12 pcs/box. 150.00/box.	P1,500.00		
13.	10	pcs	Correction Tape (8m-tape length). 70.00/pcs.	P700.00		
14.	10	pads	Sticky notes, size: 3x3, 100 sheets. 100.00/pads.	P1,000.00		
15.	5	pcs	Puncher, big, 2 hole, color: blue. 450.00/pcs.	P2,250.00		

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.: _____

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

Printed Name/Signature

Tel. No./Cellphone #

Date

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Western Mindanao State University

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16.	20	boxes	Staple Wire, standard #35. 90.00/boxes.	P1,800.00		
17.	5	pcs	Stapler #35. 350.00/pcs.	P1,750.00		
18.	5	box	Fastener by 50's. 45.00/box.	P225.00		
19.	10	boxes	Paper Clip, vinyl coated 50mm. 35.00/boxes.	P350.00		

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Total: _____

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

Brand & Model : _____
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 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date