

# REQUEST FOR QUOTATION

## Western Mindanao State University

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

PR No.: **24-12-582**

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 DEC 26 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.	5	reams	Bond paper A4, 70gsm, Subs. 20. 250.00/reams.	<b>P1,250.00</b>		
2.	5	reams	Bond paper Legal, 70gsm, Subs. 20. 300.00/reams.	<b>P1,500.00</b>		
3.	8	pcs	Sign pen, fine 0.7mm blue. 100.00/pcs.	<b>P800.00</b>		
4.	3	pcs	Alcohol, Ethyl, 500 ml/box. 100.00/pcs.	<b>P300.00</b>		
5.	2	pcs	Stapler Big, #35. 300.00/pcs	<b>P600.00</b>		
6.	1	box	Ballpen, 50pcs, Blue. 300.00/box.	<b>P300.00</b>		
7.	5	pads	Sticky Notes, 3x5 inches, , Assorted Color, 100 sheets/pad. 65.00/pads.	<b>P325.00</b>		
8.	5	pcs	Plastic Ring Binder, 20mm, 10 pcs. 150.00/pcs.	<b>P750.00</b>		
9.	5	pcs	Plastic Ring Binder, 16mm, 10 pcs. 100.00/pcs.	<b>P500.00</b>		
10.	2	box	Pencil, lead/graphite, with eraser, 10pcs/box. 100.00/box	<b>P200.00</b>		
11.	5	packs	Special Paper, A4, 120GSM, 10 Sheets/pack. 40.00/packs.	<b>P200.00</b>		
12.	5	rolls	Double Sided Tape, big, size: 2". 80.00/rolls	<b>P400.00</b>		
13.	5	rolls	Clear Tape Transparent, big, Size: 2". 80.00/roll	<b>P400.00</b>		
14.	5	box	Clip Paper Metal Small, 50pcs/box. 100.00/box	<b>P500.00</b>		
15.	4	box	Paper Clip, 33mm, 100pcs/box. 50.00/box	<b>P200.00</b>		
16.	5	box	Paper Fastener. metal. 100.00/box	<b>P500.00</b>		
17.	5	packs	Photopaper A4, Glossy, 20s/pack. 180.00/packs	<b>P900.00</b>		
18.	5	packs	Sticker PaperA4, Glossy, 10s/pack. 75.00/packs	<b>P375.00</b>		
<b>Note: For the RESEARCH-RPDU of the University</b>						

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

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

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Brand & Model : \_\_\_\_\_

EPS Solicitation Number : \_\_\_\_\_

Delivery Period : \_\_\_\_\_

EPS Closing Date : \_\_\_\_\_

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

*RESPONDED BY*

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL

Printed Name/Signature