



## 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 for the AREC of the University**

Approved Budget Cost: **PR 25-02-053**

Purchase Request No.: **PHP 73,420.00**

Closing Date: **February 18, 2025 9:30 AM**

Description:

- 1.) *Five (5) sets of Printer Ink  
For existing Epson printer, Epson 003 (CYMB)*
- 2.) *Five (5) bottle of Printer Ink  
For existing Epson printer, Epson 003 (Black)*
- 3.) *Six (6) box of Bond Paper,  
Substance 20, size: Long (8.5"x13")*
- 4.) *Six (6) box of Bond Paper,  
Substance 20, size: A4 (8.27"x 11.69")*
- 5.) *Two (2) box of Ballpen, Blue  
50 pcs/box*
- 6.) *One (1) box of Permanent marker, Black  
12 pcs/box*
- 7.) *One (1) box of Permanent marker, Blue  
12 pcs/box*
- 8.) *One (1) box of Whiteboard Marker, Blue  
12 pcs/box*
- 9.) *One (1) box of Whiteboard Marker, Black  
12 pcs/box*
- 10.) *Five (5) pcs of Expandable Envelop, Long*
- 11.) *Five (5) pcs of Expandable Envelop, Short*
- 12.) *Five (5) pad of "Sign here" Index tab,  
100 sheets/pad*
- 13.) *Two (2) pcs of File Organizer, Layer Disk File Organizer*
- 14.) *Two (2) box of Pencil, No. 2 pencil  
12 pcs/box*
- 15.) *Two (2) pcs of Correction Tape,  
Length: 3-8m*
- 16.) *Two (2) roll of Double Sided Tape,  
20 m x 12 mm*



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)



- 17.) Two (2) pcs of Scissors,  
length: 8"
  - 18.) Two (2) pcs of Steel Ruler,  
12 inches
  - 19.) Two (2) pcs of Whiteboard Eraser,  
(L x W x H): 10.9 cm x 2cm x 5.6 cm
  - 20.) Two (2) pcs of Record Book,  
500 pages, 8.5" x 11"
  - 21.) Ten (10) pcs of Clear Book, Long  
20 plastic sheet
  - 22.) One (1) pc of Flash Drive  
OTG Type-C 3.0, 256 GB, read speed 150mpbs
  - 23.) Two (2) bottle of Glue, 130g
  - 24.) Sixty (60) pack of Glossy Photo Paper, A4  
20 sheets/pack
  - 25.) Sixty (60) pack of Double Sided Photo Paper, Glossy A4  
20 sheets/pack
  - 26.) Twenty-Five (25) box of Ballpen, Black  
50 pcs/ box
  - 27.) Five Hundred (500) pcs of Plastic ID case with lanyard,  
9 cm x 11.5 cm landscape
  - 28.) Thirty (30) pack of Photo Paper, A4  
20 sheets/pack
  - 29.) Five (5) pack of Photo Paper, Legal  
20 sheets/pack
  - 30.) Five (5) pack of Glossy Photo Paper, Legal  
20 sheets/pack
  - 31.) Five (5) pack of Double Sided Photo Paper, Glossy Legal  
20 sheets/pack
  - 32.) Five (5) pack of Sticker Paper, Glossy Sticker Paper A4  
20 sheets/packs
  - 33.) Eight (8) pcs of Poster Standee Roll Up  
Specifications:  
Roll-Up Banner Stand / Pull Up Banner Standee  
Aluminum
- Exact Image Size: 60 cm x 160 cm (approximately 23.62inches x 63inches / 2ft. x 5.25ft.)
- Commonly referred to as a 2ft. x 5.25ft.  
model can also fit 2 ft. x 5 ft. image (need to cut off 3 inches from the length of the rear pole)



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*Loop type Top Bar*  
*Easy to use and transport*  
*Graphics/banner retracts into the mechanism for protection and storage*  
*includes a carry bag*  
*Great for exhibits, signage and advertising purposes*

34.) *Five (5) pcs of Storage box*

*Specifications:*

*Multipurpose storage box with wheels*

*Durable, 39 liters capacity,*

*Dimension: (L) 22.5 x (W) 15.5x (H) 9.25 inches*

*Eco gray or white color*

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 February 18, 2025 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.: **25-02-053**

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 FEB 18 2025 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	sets	<b>PRINTER INK</b> For existing Epson printer, Epson 003 (CYMB). 1,400.00/sets.	<b>P7,000.00</b>		
2.	5	bottle	<b>PRINTER INK</b> For existing Epson printer, Epson 003 (Black). 350.00/bottle.	<b>P1,750.00</b>		
3.	6	box	<b>BOND PAPER,</b> Substance 20, size: Long (8.5"x13"). 1,200.00/box.	<b>P7,200.00</b>		
4.	6	box	<b>BOND PAPER,</b> Substance 20, size: A4 (8.27"x 11.69"). 910.00/box.	<b>P5,460.00</b>		
5.	2	box	<b>BALLPEN, BLUE</b> 50 pcs/box). 150.00/box.	<b>P300.00</b>		
6.	1	box	<b>PERMANENT MARKER, BLACK</b> 12 pcs/box. 390.00/box.	<b>P390.00</b>		
7.	1	box	<b>PERMANENT MARKER, BLUE</b> 12 pcs/box). 390.00/box.	<b>P390.00</b>		
8.	1	box	<b>WHITEBOARD MARKER, BLUE</b> 12 pcs/box. 300.00/box.	<b>P300.00</b>		
9.	1	box	<b>WHITEBOARD MARKER, BLACK</b> 12 pcs/box. 300.00/box.	<b>P300.00</b>		
10.	5	pcs	<b>EXPANDABLE ENVELOP, Long.</b> 20.00/pcs	<b>P100.00</b>		
11.	5	pcs	<b>EXPANDABLE ENVELOP, Short.</b> 18.00/pcs.	<b>P90.00</b>		
12.	5	pad	<b>"SIGN HERE"</b> Index tab, 100 sheets/pad. 38.00/pad.	<b>P190.00</b>		
13.	2	pcs	<b>FILE ORGANIZER, Layer Disk File Organizer.</b> 365.00/pcs.	<b>P730.00</b>		
14.	2	box	<b>PENCIL, NO. 2 pencil</b> 12 pcs/box. 150.00/box.	<b>P300.00</b>		
15.	2	pcs	<b>CORRECTION TAPE,</b> Length: 3-8m. 45.00/pcs.	<b>P90.00</b>		

1 of 3

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.

**PhilGEPS Certificate No.:** \_\_\_\_\_  
**Certificate Reference No.:** \_\_\_\_\_

*ROUTED BY:*

**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Canvasser

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

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

\_\_\_\_\_  
 Date



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**JOSELITO D. MADROÑAL, DPA**  
BAC Chairperson for GOODS

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  - 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
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16.	2	roll	<b>DOUBLE SIDED TAPE,</b> 20 m x 12 mm. 30.00/roll.	<b>P60.00</b>		
17.	2	pcs	<b>SCISSORS,</b> length: 8" . 50.00/pcs.	<b>P100.00</b>		
18.	2	pcs	<b>STEEL RULER,</b> 12 inches. 100.00/pcs.	<b>P200.00</b>		
19.	2	pcs	<b>WHITEBOARD ERASER,</b> (L x W x H): 10.9 cm x 2cm x 5.6 cm . 45.00/pcs.	<b>P90.00</b>		
20.	2	pcs	<b>RECORD BOOK,</b> 500 pages, 8.5" x 11". 300.00/pcs.	<b>P600.00</b>		
21.	10	pcs	<b>CLEAR BOOK, Long</b> 20 plastic sheet. 90.00/pcs	<b>P900.00</b>		
22.	1	pc	<b>FLASH DRIVE</b> OTG Type-C 3.0, 256 GB, read speed 150mpbs . 1,250.00/pc.	<b>P1,250.00</b>		
23.	2	bottle	<b>GLUE, 130G</b> . 65.00/bottle	<b>P130.00</b>		
24.	60	pack	<b>GLOSSY PHOTO PAPER, A4</b> 20 sheets/pack. 100.00/pack.	<b>P6,000.00</b>		
25.	60	pack	<b>DOUBLE SIDED PHOTO PAPER, Glossy A4</b> 20 sheets/pack. 170.00/pack	<b>P10,200.00</b>		
26.	25	box	<b>BALLPEN, BLACK</b> 50 pcs/ box. 150.00/box.	<b>P3,750.00</b>		
27.	500	pcs	<b>PLASTIC ID CASE WITH LANDYARD,</b> 9 cm x 11.5 cm landscape. 15.00/pcs.	<b>P7,500.00</b>		
28.	30	pack	<b>PHOTO PAPER, A4</b> 20 sheets/pack. 80.00/pack.	<b>P2,400.00</b>		
29.	5	pack	<b>PHOTO PAPER, LEGAL</b> 20 sheets/pack. 100.00/pack.	<b>P500.00</b>		
30.	5	pack	<b>GLOSSY PHOTO PAPER, LEGAL</b> 20 sheets/pack. 150.00/pack.	<b>P750.00</b>		
31.	5	pack	<b>DOUBLE SIDED PHOTO PAPER, Glossy Legal</b> 20 sheets/pack. 200.00/pack.	<b>P1,000.00</b>		
32.	5	pack	<b>STICKER PAPER, GLOSSY STICKER Paper A4</b> 20 sheets/packs. 200.00/pack.	<b>P1,000.00</b>		

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

**2 of 3**

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

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

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33.	8	pcs	<p><b>POSTER STANDEE ROLL UP</b> Specifications: Roll-Up Banner Stand / Pull Up Banner Standee 800.00/pcs.</p> <p>Aluminum</p> <p>Exact Image Size: 60 cm x 160 cm (approximately 23.62inches x 63inches / 2ft. x 5.25ft.)</p> <p>Commonly referred to as a 2ft. x 5.25ft. model can also fit 2 ft. x 5 ft. image (need to cut off 3 inches from the length of the rear pole)</p> <p>Loop type Top Bar Easy to use and transport Graphics/banner retracts into the mechanism for protection and storage includes a carry bag Great for exhibits, signage and advertising purposes.</p>	<b>P6,400.00</b>		
34.	5	pcs	<p><b>STORAGE BOX</b> Specifications: Multipurpose storage box with wheels Durable, 39 liters capacity, Dimension: (L) 22.5 x (W) 15.5x (H) 9.25 inches</p> <p>Eco gray or white color. 1,200.00/pcs.</p>	<b>P6,000.00</b>		
			<p><b>Note: For the <span style="background-color: yellow;">AREC (COE)</span> of the University</b></p>			

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

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

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

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

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