



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)



**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 RESEL - NICER Phase 2 Program**

Approved Budget Cost: **PHP 59,280.00**

Purchase Request No.: **PR 25-04-216**

Closing Date: **June 10, 2025 9:30 AM**

Description:

- 1.) Ten (10) gals of ALCOHOL, Ethyl, 1 Gallon . ABC: Php 4,500.00
- 2.) Ten (10) packs of BATTERY, dry cell, AAA (2pcs/blister pack). ABC: Php 300.00
- 3.) Ten (10) packs of BATTERY, dry Cell, size AA (2pcs/blister pack). ABC: Php 300.00
- 4.) Two (2) unit of CALCULATOR, Compact (12 digits). 3ABC: Php 600.00
- 5.) Five (5) pcs of CLEARBOOK, Legal. ABC: Php 250.00
- 6.) Ten (10) boxes of CLIP, Backfold, 50mm (12 pcs/box). ABC: Php 800.00
- 7.) Ten (10) pcs of CORRECTION TAPE, 8m. ABC: Php 200.00
- 8.) Ten (10) pcs of DATA FILE BOX, red  
(min. W x H x L: 125 x 230 x 400 mm)  
ABC: Php 1,800.00
- 9.) Ten (10) pcs of DATA FOLDER, red  
(min. W x H x L: 75 x 230 x 380 mm)  
ABC: Php 1,250.00
- 10.) Two (2) pcs of DATER STAMP. ABC: Php 1,050.00
- 11.) Ten (10) pcs of ENVELOPE, expanding, plastic. ABC: Php 400.00
- 12.) One (1) unit of External Hard Drive, 1TB. ABC: Php 3,500.00
- 13.) Five (5) pcs of FILE ORGANIZER, red  
(min. Inside pocket W x L x T: 230 x 360 x 0.12 mm)  
.ABC: Php 875.00
- 14.) Two (2) packs of FOLDER with TAB, Legal (100 pcs/pack). ABC: Php 1,000.00
- 15.) Two (2) box of FOLDER, pressboard (100 pcs/box). ABC: Php 2,300.00
- 16.) One (1) jar of GLUE, All Purpose (gross min weight: 200 gm). ABC: Php 80.00
- 17.) One (1) box of ENVELOPE, Mailing (500 pcs/box). ABC: Php 650.00
- 18.) Four (4) sets of Highlighter, fluorescent (3 pcs/set). ABC: Php 160.00
- 19.) Five (5) box of PAPER CLIP, vinyl/plastic coated, jumbo, 50mm. ABC: Php 150.00
- 20.) Ten (10) reams of BONDPAPER, A4 (subs 20 and 80 gsm). ABC: Php 3,000.00
- 21.) Ten (10) reams of BONDPAPER, legal (20 subs and 80 gsm). ABC: Php 3,000.00



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- 22.) One (1) piece of PUNCHER, 2-hole, Heavy Duty. ABC: Php 200.00
- 23.) Three (3) pcs of RECORD BOOK, 500 pages. ABC: Php 480.00
- 24.) Three (3) pcs of SCISSORS, Symmetrical / Asymmetrical, (min 65 mm)  
ABC: Php 270.00
- 25.) Twenty (20) pcs of SIGN PEN, Extra fine tip, black (max. 0.5 mm). ABC: Php 700.00
- 26.) Twenty (20) pcs of SIGN PEN, Extra fine tip, blue (max. 0.5 mm). ABC: Php 700.00
- 27.) Two (2) pcs of STAMP PAD, felt (blue). ABC: Php 120.00
- 28.) Three (3) bottle of STAMP PAD, Ink (blue). ABC: Php 150.00
- 29.) Fifteen (15) box of STAPLE WIRE #35. ABC: Php 675.00
- 30.) Two (2) pcs of STAPLER #35. ABC: Php 500.00
- 31.) Ten (10) rolls of TAPE, masking, 24mm. ABC: Php 700.00
- 32.) Ten (10) rolls of TAPE, transparent, 24mm. ABC: Php 350.00
- 33.) Ten (10) rolls of TAPE, packaging, 48mm. ABC: Php 400.00
- 34.) Two (2) box of FASTENER, metal or plastic (50 sets/box). ABC: Php 220.00
- 35.) Ten (10) bottles of PRINTER INK  
for existing EPSON Printer, #003 BLACK. ABC: Php 3,500.00
- 36.) Ten (10) sets of PRINTER INK  
for existing EPSON Printer, #003 (CYMB). ABC: Php 14,000.00
- 37.) Five (5) pcs of SOFT BROOM (Walis Tambo). ABC: Php 900.00
- 38.) Ten (10) bottle of CLEANER, toilet and urinal (500 mL min.). ABC: Php 750.00
- 39.) Ten (10) tins of DISINFECTANT SPRAY, aerosol, 400g (min). ABC: Php 1,700.00
- 40.) Three (3) pcs of DUST PAN (Indoor). ABC: Php 180.00
- 41.) One (1) set of MOP with BUCKET, heavy duty, hard plastic. ABC: Php 2,700.00
- 42.) Ten (10) packs of SCOURING PAD (5 pads/pack). ABC: Php 1,200.00
- 43.) Fifteen (15) packs of TRASHBAG, XXL size (10 pcs/pack). ABC: Php 2,400.00
- 44.) Four (4) pcs of WASTE BASKET/TRASH BIN. ABC: Php 320.00

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.



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Submission of Quotation and eligibility documents is on or before June 10, 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) 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.: **25-04-216**

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 **JUN 10 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.	10	gals	ALCOHOL, Ethyl, 1 Gallon . 450.00/gals.	<b>P4,500.00</b>		
2.	10	packs	BATTERY, dry cell, AAA (2pcs/blister pack).30.00/packs.	<b>P300.00</b>		
3.	10	packs	BATTERY, dry Cell, size AA (2pcs/blister pack). 30.00/packs.	<b>P300.00</b>		
4.	2	unit	CALCULATOR, Compact (12 digits). 300.00/unit.	<b>P600.00</b>		
5.	5	pcs	CLEARBOOK, Legal. 50.00/pcs.	<b>P250.00</b>		
6.	10	boxes	CLIP, Backfold, 50mm (12 pcs/box). 80.00/boxes.	<b>P800.00</b>		
7.	10	pcs	CORRECTION TAPE, 8m. 20.00/pcs.	<b>P200.00</b>		
8.	10	pcs	DATA FILE BOX, red (min. W x H x L: 125 x 230 x 400 mm) . 180.00/pcs.	<b>P1,800.00</b>		
9.	10	pcs	DATA FOLDER, red (min. W x H x L: 75 x 230 x 380 mm) . 125.00/pcs.	<b>P1,250.00</b>		
10.	2	pcs	DATER STAMP. 525.00/pcs.	<b>P1,050.00</b>		
11.	10	pcs	ENVELOPE, expanding, plastic. 40.00/pcs.	<b>P400.00</b>		
12.	1	unit	External Hard Drive, 1TB. 3,500.00/unit.	<b>P3,500.00</b>		
13.	5	pcs	FILE ORGANIZER, red (min. Inside pocket W x L x T: 230 x 360 x 0.12 mm) . 175.00/pcs.	<b>P875.00</b>		

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

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

Printed Name/Signature

Tel .No./Cellphone #

Date

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14.	2	packs	FOLDER with TAB, Legal (100 pcs/pack). 500.00/packs.	P1,000.00		
15.	2	box	FOLDER, pressboard (100 pcs/box). 1,150.00/box.	P2,300.00		
16.	1	jar	GLUE, All Purpose (gross min weight: 200 gm). 80.00/jar.	P80.00		
17.	1	box	ENVELOPE, Mailing (500 pcs/box). 650.00/box.	P650.00		
18.	4	sets	Highlighter, fluorescent (3 pcs/set). 40.00/sets.	P160.00		
19.	5	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm. 30.00/box.	P150.00		
20.	10	reams	BONDPAPER, A4 (subs 20 and 80 gsm). 300.00/reams.	P3,000.00		
21.	10	reams	BONDPAPER, legal (20 subs and 80 gsm). 300.00/reams.	P3,000.00		
22.	1	piece	PUNCHER, 2-hole, Heavy Duty. 200.00/piece.	P200.00		
23.	3	pcs	RECORD BOOK, 500 pages. 160.00/pcs.	P480.00		
24.	3	pcs	SCISSORS, Symmetrical / Asymmetrical, (min 65 mm). 90.00/pcs.	P270.00		
25.	20	pcs	SIGN PEN, Extra fine tip, black (max. 0.5 mm). 35.00/pcs.	P700.00		
26.	20	pcs	SIGN PEN, Extra fine tip, blue (max. 0.5 mm). 35.00/pcs.	P700.00		
27.	2	pcs	STAMP PAD, felt (blue). 60.00/pcs.	P120.00		
28.	3	bottle	STAMP PAD, Ink (blue). 50.00/bottle.	P150.00		
29.	15	box	STAPLE WIRE #35. 45.00/box.	P675.00		
30.	2	pcs	STAPLER #35. 250.00/pcs.	P500.00		

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

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Table with 6 columns: Item No., Quantity, Unit, Description, Price, and Remarks. It lists various supplies like tape, fasteners, printer ink, brooms, cleaners, disinfectant, dust pan, mop, scouring pad, trashbag, and waste basket.

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

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Total:
Brand & Model :
Delivery Period :
Warranty :
Price Validity :

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