



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 RESEARCH - RPDU**

Approved Budget Cost: **PHP 190,460.00**

Purchase Request No.: **PR 25-05-295**

Closing Date: **August 13, 2025 9:30 AM**

- 1.) *One Hundred Seventy-Seven (177) reams of Bond Paper, 8.5" X 13" (Long), Substance 20, 70 GSM, 500 sheets/ream ABC: Php 53,100.00*
- 2.) *One Hundred Ninety-Five (195) reams of Bond Paper, 8.27" X 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream ABC: Php 48,750.00*
- 3.) *Sixteen (16) sets of Printer Ink
For existing Epson L3210 Printer, # 003 (CYMB) ABC: Php 25,600.00*
- 4.) *Five (5) bottles of Printer Ink
For existing Epson L3210 Printer, # 003 (Black). ABC: Php 2,000.00*
- 5.) *Three (3) rolls of Labelling Tape (Paper type tape)
Size: 48mm x 75m. ABC: Php 150.00*
- 6.) *Seven (7) rolls of Labelling Tape (clear tape)
Size: 72mm x 100m. ABC: Php 700.00*
- 7.) *Six (6) rolls of Double Sided Tape (12mm). ABC: Php 360.00*
- 8.) *Fifty-Nine (59) boxes of Ordinary Ballpen, Ballpoint 0.5
50pcs/box,
Color:
Black : 29 boxes
Blue : 30 boxes. ABC: Php 17,700.00*
- 9.) *Thirty-Eight (38) boxes of Ordinary Ballpen, Gel type 0.5
24pcs per/box,
Color:
Blue: 20 boxes
Black: 18 boxes ABC: Php 11,400.00*
- 10.) *Three (3) packs of Photopaper, Glossy, A4 size
50 sheets/pack. ABC: Php 750.00*
- 11.) *Three (3) pcs of Correction Tape, 8-10m. ABC: Php 210.00*
- 12.) *Three (3) pcs of Scissor, 180 mm . ABC: Php 210.00*
- 13.) *Five (5) boxes of Stapler Wire, #35. ABC: Php 275.00*
- 14.) *Two (2) pcs of Stapler #35 . ABC: Php 400.00*
- 15.) *Seventeen (17) boxes of Pencil with eraser
lead/graphite
12 pcs/box . ABC: Php 1,615.00*



- 16.) Sixteen (16) pcs of Whiteboard Eraser. ABC: Php 800.00
- 17.) Five (5) pcs of Record Book
124 mm x 278 mm
500 Pages. ABC: Php 550.00
- 18.) Thirteen (13) pcs of Envelop, plastic, long size. ABC: Php 780.00
- 19.) One (1) box of Mailing Envelope
Letter size, white,
500 pcs/box. ABC: Php 660.00
- 20.) Sixty (60) pcs of Expanded Envelope, long size, brown color, garterized. ABC: Php 1,200.00
- 21.) Thirty-Three (33) pcs of Expanded Envelope, A4 size, brown color, garterized. ABC: Php 660.00
- 22.) Fifty-Two (52) pcs of Expandable Long Folder. ABC: Php 1,040.00
- 23.) Twenty (20) pcs of White Short Folder. ABC: Php 400.00
- 24.) Twelve (12) packs of Manila Paper, 48 GSM,
36 x 48 inches, 10 sheets/pack. ABC: Php 720.00
- 25.) One (1) ream of Manila Paper, cutout to A4 Size
500 pcs/ream. ABC: Php 400.00
- 26.) Fifty-Two (52) pcs of White Board Marker
Color:
blue : 25 pcs
black : 27 pcs . ABC: Php 4,680.00
- 27.) Six (6) boxes of Binder Clip, 2", 12 pcs/box . ABC: Php 600.00
- 28.) Six (6) boxes of Binder Clip, 1", 12 pcs/box. ABC: Php 600.00
- 29.) Ten (10) boxes of Gel Pen, 0.7mm, Color: Blue ABC: Php 1,000.00
- 30.) Twenty (20) bottles of Glue, all purpose,
130 grams/bottle. ABC: Php 1,400.00
- 31.) Twenty-Eight (28) pcs of Data Folder, Legal size
Color: Red. ABC: Php 3,500.00
- 32.) Two (2) boxes of Permanent Marker
12 pcs/box
Color:
1 box - red
1 box - black ABC: Php 1,000.00
- 33.) One (1) piece of Puncher, 2-hole, heavy duty. ABC: Php 300.00
- 34.) Three (3) packs of Sticker Paper, Glossy, Long size
10 pcs/pack. ABC: Php 750.00
- 35.) Twenty-Five (25) pads of Sticky Notes, 3 x 3 inches,
100 sheets/pad. ABC: Php 500.00



36.) Five (5) boxes of Fastener, Plastic coated
50 sets/box. ABC: Php 200.00

37.) Seventy-Five (75) boxes of Paper Clip, Vinyl Coated, 50mm. ABC: Php 4,500.00

38.) Five (5) pcs of Notebook , 90 leaves, spiral, good quality. ABC: Php 500.00

39.) One (1) ream of Vellum, Legal size ABC: Php 500.00

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.

*Submission of Quotation and eligibility documents is on or before August 13, 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.: **25-06-295**

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 **AUG 13 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.	177	reams	Bond Paper, 8.5" X 13" (Long), Substance 20, 70 GSM, 500 sheets/ream. 300.00/reams.	P53,100.00		
2.	195	reams	Bond Paper , 8.27" X 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream250.00/reams.	P48,750.00		
3.	16	sets	Printer Ink For existing Epson L3210 Printer, # 003 (CYMB) . 1,600.00/sets.	P 25,600.00		
4.	5	bottles	Printer Ink For existing Epson L3210 Printer, # 003 (Black). 400.00/bottles.	P 2,000.00		
5.	3	rolls	Labelling Tape (Paper type tape) Size: 48mm x 75m. 50.00/rolls.	P 150.00		
6.	7	rolls	Labelling Tape (clear tape) Size: 72mm x 100m. 100.00/rolls.	P 700.00		
7.	6	rolls	Double Sided Tape (12mm). 60.00/rolls.	P 360.00		
8.	59	boxes	Ordinary Ballpen, Ballpoint 0.5 50pcs/box, Color: Black : 29 boxes Blue : 30 boxes. 300.00/boxes.	P 17,700.00		
9.	38	boxes	Ordinary Ballpen, Gel type 0.5 24pcs per/box, Color: Blue: 20 boxes Black: 18 boxes . 300.00/boxes.	P 11,400.00		
10.	3	packs	Photo paper, Glossy, A4 size 50 sheets/pack. 250.00/packs.	P 750.00		

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.: _____


REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

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11.	3	pcs	Correction Tape, 8-10m. 70.00/pcs.	P 210.00		
12.	3	pcs	Scissor, 180 mm . 70.00/pcs.	P 210.00		
13.	5	boxes	Stapler Wire, #35. 55.00/boxes.	P 275.00		
14.	2	pcs	Stapler #35 . 200.00/pcs.	P 400.00		
15.	17	boxes	Pencil with eraser lead/graphite 12 pcs/box . 95.00/boxes.	P 1,615.00		
16.	16	pcs	Whiteboard Eraser. 50.00/pcs.	P 800.00		
17.	5	pcs	Record Book 124 mm x 278 mm 500 Pages. 110.00/pcs.	P 550.00		
18.	13	pcs	Envelop, plastic, long size. 60.00/pcs.	P 780.00		
19.	1	box	Mailing Envelope Letter size, white, 500 pcs/box. 660.00/box.	P 660.00		
20.	60	pcs	Expanded Envelope, long size, brown color, garterized. 20.00/pcs.	P 1,200.00		
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PhilGEPS Certificate No.: _____
Certificate Reference No.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

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30.	20	bottles	Glue, all purpose, 130 grams/bottle. 70.00/bottles.	P 1,400.00		
31.	28	pcs	Data Folder, Legal size Color: Red. 125.00/pcs.	P 3,500.00		
32.	2	boxes	Permanent Marker 12 pcs/box Color: 1 box - red 1 box - black . 500.00/boxes.	P 1,000.00		
33.	1	piece	Puncher, 2-hole, heavy duty. 300.00/piece.	P 300.00		
34.	3	packs	Sticker Paper, Glossy, Long size 10 pcs/pack. 250.00/packs.	P 750.00		
35.	25	pads	Sticky Notes, 3 x 3 inches, 100 sheets/pad. 20.00/pads.	P 500.00		
36.	5	boxes	Fastener, Plastic coated 50 sets/box. 40.00/boxes.	P 200.00		
37.	75	boxes	Paper Clip, Vinyl Coated, 50mm. 60.00/boxes.	P 4,500.00		
38.	5	pcs	Notebook, 90 leaves, spiral, good quality. 100.00/pcs.	P 500.00		
39.	1	ream	Vellum, Legal size . 500.00/ream.	P 500.00		
Note: For the (Research- RPDU) of the University						
					Total: _____	

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