



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 College of Agriculture - CARES**

Approved Budget Cost: **PHP 75,680.00**

Purchase Request No.: **PR 25-06-300**

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

- 1.) *Ten (10) reams of Bondpaper, Long, Subs. 24, 70gsm. ABC: Php 3,500.00*
- 2.) *Ten (10) reams of Bondpaper, A4 Subs. 24, 70gsm ABC: Php 3,000.00*
- 3.) *Five (5) boxes of Ordinary Ballpen, color blue, 50 pcs/box. ABC: Php 1,000.00*
- 4.) *Three (3) pcs of Record book, 8.5 x 11 inches, 500 pages. ABC: Php 900.00*
- 5.) *Three (3) rolls of Clear Packing Tape, 100m Long ABC: Php 600.00*
- 6.) *Three (3) boxes of Sign Pen, 12 pcs/box, Gel type, color blue, 0.5mm point. ABC: Php 360.00*
- 7.) *Three (3) sets of Printer Ink
For existing Epson printer. T664 (CYMB). ABC: Php 4,800.00*
- 8.) *Two (2) pcs of Double Sided Aluminum Whiteboard with Wheels
Specification:
White Color,
90 cm x 120 cm (36in x 48in);
Material: Dry Erase Steel plus fiber board
Spec2: 2 sided magnetic erase whiteboard 90cm x 120cm;
Spec3: Aluminum Frame;
Spec4: With H-shape board stand;
Spec5: Full Length Foldable Pen Tray in the Stand. ABC: Php 8,000.00*
- 9.) *Three (3) boxes of Whiteboard Marker
12 pieces/box
Color:
Black: 1 box
Red: 1 box
Blue: 1 box . ABC: Php 1,800.00*
- 10.) *Six (6) bottles of Whiteboard Ink Refill, 30ml
Color:
Black: 2 bottles
Blue: 2 bottles
Red: 2 bottles. ABC: Php 780.00*
- 11.) *Two (2) pcs of Stapler #35 with remover . ABC: Php 520.00*
- 12.) *One (1) box of Permanent Marker, Fine point, black, 12 pcs/box, good quality. ABC: Php 600.00*
- 13.) *Five (5) boxes of Stapler Wire #35 ABC: Php 500.00*
- 14.) *Fifteen (15) pcs of Folder Long, kraft, color white ABC: Php 450.00*



- 15.) Two (2) pcs of Scissors, 8" long, stainless, any color ABC: Php 440.00
- 16.) One Hundred (100) pcs of ID Lanyard, Black color
Size: 1/2" Width, 17-18" Length. ABC: Php 2,000.00
- 17.) Eight (80) pcs of Expanding Envelope, legal size, brown, garterized. ABC: Php 4,400.00
- 18.) Sixty (60) pcs of Certificate Holder, A4 size (210mm x 297mm); black. ABC: Php 4,500.00
- 19.) Five (5) packs of Vellum Paper, A4 size (210mm x 297mm); 30 pcs/pack. ABC: Php 750.00
- 20.) Fifteen (15) packs of Special Paper, A4 size (210mm x 297mm); 10 pcs/pack. ABC: Php 1,200.00
- 21.) One (1) pack of Sticker Paper Glossy, A4 size (210mm x 297mm); 100 pcs/pack. ABC: Php 225.00
- 22.) Ten (10) rolls of Masking Tape, 2", 20m . ABC: Php 400.00
- 23.) One (1) unit of Laminating Machine
Specification:
Size: A3 (Feed Size)
Type: Hot & Cold Laminating Machine
Feature: Temperature Control / Reverse Feeding
Color: White
Materials: Metal
220V
- Features:
Preheat Quickly
Rise the temperature evenly
Hot and cold laminating
Fit for data, cards, photo, picture and name cards
Forward/backward laminating
Durable and dependable using. ABC: Php 5,800.00
- 24.) Twenty (20) packs of Laminating Film, Long, 250 micron, 10sheets/pack. ABC: Php 3,200.00
- 25.) One (1) piece of Ream Cutter
Specification:
Pressing tightly, easily cutting and changing blade
Sharp knife edge with very high cutting rate
Heavy duty with all steel body, convenient for cutting stacks of papers
Rubber feet for non-slip desktop use
Metal base
Size: A4 size (210mm x 300mm), A3 size (297mm x 420 mm)
Color: White | Black
- Cutting Capacity:
A4: 400 sheets of 80gsm
A3: 400 sheets of 80gsm
- Cutting Width:
A4: 12.6" Cutting Width
A3: 17" Cutting Width. ABC: Php 6,215.00



26.) Five (5) rolls of Double Sided Tape, 18mm x 8m. ABC: Php 300.00

27.) Thirty (30) pcs of Cartolina, Assorted color. ABC: Php 540.00

28.) Three (3) pcs of Storage Box

160 Liters Capacity, Heavy Duty with wheels and handle, plastic, black color. ABC: Php 3,900.00

29.) One (1) piece of Steel Filing Cabinet

Specification:

4 drawers, vertical type, gauge 20, with central lock system. ABC: Php 15,000.00

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.: **25-06-300**

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.	10	reams	Bondpaper, Long, Subs. 24, 70gsm. 350.00/reams.	P 3,500.00		
2.	10	reams	Bondpaper, A4 Subs. 24, 70gsm 300.00/reams.	P 3,000.00		
3.	5	boxes	Ordinary Ballpen, color blue, 50 pcs/box. 200.00/boxes.	P 1,000.00		
4.	3	pcs	Record book, 8.5 x 11 inches, 500 pages. 300.00/pcs.	P 900.00		
5.	3	rolls	Clear Packing Tape, 100m Long 200.00/rolls.	P 600.00		
6.	3	boxes	Sign Pen, 12 pcs/box, Gel type, color blue, 0.5mm point. 120.00/boxes.	P 360.00		
7.	3	sets	Printer Ink For existing Epson printer. T664 (CYMB). 1,600.00/sets.	P 4,800.00		
8.	2	pcs	Double Sided Aluminum Whiteboard with Wheels Specification: White Color, 90 cm x 120 cm (36in x 48in); Material: Dry Erase Steel plus fiber board Spec2: 2 sided magnetic erase whiteboard 90cm x 120cm; Spec3: Aluminum Frame; Spec4: With H-shape board stand; Spec5: Full Length Foldable Pen Tray in the Stand. 4,000.00/pcs.	P 8,000.00		

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

1 of 4

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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9.	3	boxes	Whiteboard Marker 12 pieces/box Color: Black: 1 box Red: 1 box Blue: 1 box . 600.00/boxes.	P 1,800.00		
10.	6	bottles	Whiteboard Ink Refill, 30ml Color: Black: 2 bottles Blue: 2 bottles Red: 2 bottles. 130.00/bottles.	P 780.00		
11.	2	pcs	Stapler #35 with remover . 260.00/pcs.	P 520.00		
12.	1	box	Permanent Marker, Fine point, black, 12 pcs/box, good quality. 600.00/box.	P 600.00		
13.	5	boxes	Stapler Wire #35 . 100.00/boxes.	P 500.00		
14.	15	pcs	Folder Long, kraft, color white . 30.00/pcs.	P 450.00		
15.	2	pcs	Scissors, 8" long, stainless, any color . 220.00/pcs.	P 440.00		
16.	100	pcs	ID Lanyard, Black color Size: 1/2" Width, 17-18" Length. 20.00/pcs.	P2,000.00		
17.	80	pcs	Expanding Envelope, legal size, brown, garterized. 55.00/pcs.	P 4,400.00		
18.	60	pcs	Certificate Holder, A4 size (210mm x 297mm); black. 75.00/pcs.	P 4,500.00		
19.	5	packs	Vellum Paper, A4 size (210mm x 297mm); 30 pcs/pack. 150.00/packs.	P 750.00		
20.	15	packs	Special Paper, A4 size (210mm x 297mm); 10 pcs/pack. 80.00/packs.	P 1,200.00		

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2 of 4

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Printed Name/Signature

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Table with 6 columns: Item No., Quantity, Unit, Description, Price, and Remarks. Rows include: 21. 1 pack Sticker Paper Glossy, A4 size (210mm x 297mm); 100 pcs/pack. 225.00/pack. P 225.00; 22. 10 rolls Masking Tape, 2", 20m . 40.00/rolls. P 400.00; 23. 1 unit Laminating Machine Specification: Size: A3 (Feed Size) Type: Hot & Cold Laminating Machine Feature: Temperature Control / Reverse Feeding Color: White Materials: Metal 220V Features: Preheat Quickly Rise the temperature evenly Hot and cold laminating Fit for data, cards, photo, picture and name cards Forward/backward laminating Durable and dependable using. 5,800.00/unit. Total of 5,800.00 P 5,800.00; 24. 20 packs Laminating Film, Long, 250 micron, 10sheets/pack. 160.00/packs. P 3,200.00; 25. 1 piece Ream Cutter Specification: Pressing tightly, easily cutting and changing blade Sharp knife edge with very high cutting rate Heavy duty with all steel body, convenient for cutting stacks of papers Rubber feet for non-slip desktop use P 6,215.00

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EPS Closing Date :

3 of 4

Brand & Model :
Delivery Period :
Warranty :
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Certificate Reference No.:

Signature of Rey Espiritusanto / Jorge Concepcion / Danni Vincent Villareal
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			Metal base Size: A4 size (210mm x 300mm), A3 size (297mm x 420 mm) Color: White Black Cutting Capacity: A4: 400 sheets of 80gsm A3: 400 sheets of 80gsm Cutting Width: A4: 12.6" Cutting Width A3: 17" Cutting Width. 6,215.00/piece.			
26.	5	rolls	Double Sided Tape, 18mm x 8m. 60.00/rolls.	P 300.00		
27.	30	pcs	Cartolina, Assorted color. 18.00/pcs.	P 540.00		
28.	3	pcs	Storage Box 160 Liters Capacity, Heavy Duty with wheels and handle, plastic, black color. 1,300.00/pcs.	P 3,900.00		
29.	1	piece	Steel Filing Cabinet Specification: 4 drawers, vertical type, gauge 20, with central lock system. 15,000.00/piece.	P 15,000.00		
			Note: For the (COLLEGE OF AGRICULTURE-CARES) of the University			

Total: _____

4 of 4

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