

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: PR-22-09-388

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 OCT 21 2022 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.


JOEL G. FERNANDO, Ph.D.
 BAC Chair

NOTE:

- 1 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE 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 Contract (ABC)	Unit Cost	Total Cost
1.	70	Reams	Cartolina, Size A4 (8.27" x 11.69") White, Sub. 30	P 42,000.00		
2.	85	Reams	Bond Paper Long (8.5" x 13") Subs. 24, GSM80	P 21,250.00		
3.	2	Reams	Bond Paper Long (12" x 18") Subs. 24, GSM80	P 800.00		
4.	50	Pieces	Permanent Marking, Blue Heavy Duty Fine Tip, Quick Drying	P 2,500.00		
5.	50	Pieces	Permanent Marking, Red, Heavy Duty Fine Tip, Quick Drying	P 2,500.00		
6.	50	Pieces	Permanent Marking, Black, Heavy Duty Fine Tip, Quick Drying	P 2,500.00		
7.	10	Pieces	Stapler, #35 Heavy Duty with staple wire remover	P 2,200.00		
8.	30	Pieces	Stapler, #10 Heavy Duty with staple wire remover	P 3,750.00		
9.	100	Boxes	Stapler Wire, #10 Heavy Duty with staple wire-remover	P 6,500.00		
10.	50	Boxes	Stapler Wire, #35 Heavy Duty with staple wire-remover	P 3,500.00		
11.	2	Units	Numbering Machine, 6 digits, Good Quality, Heavy Duty	P 3,700.00		
12.	20	Rolls	Packing Tape, 2" x 100m Brown	P 1,000.00		
13.	20	Rolls	Transparent Tape, 1" x 100m, Transparent	P 700.00		
14.	20	Rolls	Masking Tape, 1" x 50m	P 500.00		
15.	40	Pieces	Ball Pen, Red, Good Quality	P 400.00		
16.	40	Pieces	Ball Pen, Blue, Good Quality	P 400.00		
17.	40	Pieces	Ball Pen, Black, Good Quality	P 400.00		
18.	10	Pieces	Sticker Paper, A4, White Matte	P 100.00		
19.	4	Units	Calculator, Mini Desk Type, 12 Digits, Solar & Battery Powdered, Good Quality	P 2,200.00		
20.	2	Pieces	Flash Drive, 128GB, USB 3.0, Good Quality	P 2,500.00		
<i>Note: For the TEC of the University.</i>						

PAGE 1 of 1

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

Total: _____
 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 Registration No.: _____
 Certificate Reference No.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone #

 Date



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-991-7875
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: **Supply and Delivery of Various Office Supplies for the TEC**

Approved Budget Cost: **Php 99,400.00**

Purchase Request No.: **22-09-388**

Closing Date: **October 21, 2022 @ 10AM**

Description:

70 REAM of CARTOLINA, SIZE A4 (8.27" x 11.69") WHITE, SUB. 30.

85 REAM of BOND PAPER LONG (8.5" x 13") SUBS. 24, GSM80.

2 REAM of BOND PAPER LONG (12" x 18") SUBS. 24, GSM80.

50 PC of PERMANENT MARKING, BLUE HEAVY DUTY FINE TIP, QUICK DRYING .

50 PC of PERMANENT MARKING, RED, HEAVY DUTY FINE TIP, QUICK DRYING .

50 PC of PERMANENT MARKING, BLACK, HEAVY DUTY FINE TIP, QUICK DRYING .

10 PC of STAPLER, #35 HEAVY DUTY with staple wire remover.

30 PC of STAPLER, #10 HEAVY DUTY with staple wire remover.

100 box of STAPLE WIRE, #10 HEAVY DUTY with staple wire remover.

50 box of STAPLE WIRE, #35 HEAVY DUTY with staple wire remover.

2 unit of NUMBERING MACHINE, 6 DIGIT, GOOD QUALITY, HEAVY DUTY.

20 roll of PACKING TAPE, 2" x 100m BROWN.

20 roll of TRANSPARENT TAPE, 1" x 100m, TRANSPARENT.

20 roll of MASKING TAPE, 1" x 50m.

40 PC of BALL PEN, RED, GOOD QUALITY.

40 PC of BALL PEN, BLUE, GOOD QUALITY.

40 PC of BALL PEN, BLACK, GOOD QUALITY.

10 PC of STICKER PAPER, A4, WHITE MATTE.

4 unit of CALCULATOR, MINI DESK TYPE, 12 DIGIT, SOLAR & BATTERT POWERED, GOOD QUALITY.

2 PC of FLASH DRIVE, 128GB, USB 3.0, GOOD QUALITY.

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.

Interested bidders are required to submit their valid and current Mayor's Permit and PhilGEPS Registration, 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 10:00 AM of October 21, 2022 at the BAC Office, Ground Floor Executive Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bacsecretariate@wmsu.edu.ph) or through facsimile at (062)991-7875.

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062)991-7875.