



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 Scholarship Office**

Approved Budget Cost: **Php 191,795.00**

Purchase Request No.: **PR 23-02-098**

Closing Date: **April 11, 2023 @ 10AM**

Description:

- 1.) One Hundred (100) PC of BALLPEN (BLUE).
- 2.) Twenty-Five (25) PC of WHITE BOARD PEN .
- 3.) Twenty-Five (25) PC of PERMANENT MARKER, FINE, BLACK.
- 4.) Twenty-Five (25) PC of Permanent Marker BROAD BLACK.
- 5.) Twenty (20) box of CORK BOARD PIN.
- 6.) Fifty (50) box of BINDER CLIP PAPER CLAMP (2.0 INCHES).
- 7.) Fifty (50) box of STAPLE WIRE (NO. 10).
- 8.) One Hundred (100) roll of TISSUE PAPER, 3 PLY.
- 9.) Fifty (50) PC of STICK-ON NOTE (3 COLOR, EASY STICK AND REMOVABLE NOTES 1" x 3" x 100 SHEETS) .
- 10.) Fifty (50) PC of STICK-ON NOTE (FLOURESCENT PAD, 100 SHEETS/PINK) "SIGN HERE".
- 11.) Fifty (50) PC of ENVELOP EXPANDING (LONG KRAFT W/TIE).
- 12.) Ten (10) packs of PHOTO PAPER, LONG, 10PCS/PACK.
- 13.) One (1) unit of PUNCHING BINDING MACHINE
-450 SHEET BINDING CAPACITY
-22 SHEET (80g) PUNCHING CAPACITY
- 24 HOLES (57.7 x 33 x 41.3cm)
-24 RELEASE PINS
- OVERALL METAL COVERS, DIE CASTING BASE
- WITH MECHANISM TO CHECK THE THICKNESS OF PAPER
- ADJUSTABLE PAPER MARGIN.
- 14.) Two (2) unit of EXTERNAL HARD DRIVE/ DISK DRIVE (2 TERRA).
- 15.) Two (2) unit of PORTA DIVAN (W-53" x D-21" x H-25"), EARTH COLOR, 5 SEATER, RUBBERIZED.
- 16.) Fifty-Three (53) reams of Bond PAPER (SUBS 20 SHORT).

- 17.) Four (4) packs of PAPER STICKER, 10 PCS/PACK, SHORT, MATTE.
- 18.) Fifteen (15) box of CONTINUOUS PAPER (131 9 1/2 3 PLY-CARBON).
- 19.) One Hundred (100) PC of CORRECTION TAPE (PAPER TAPE), 5m.
- 20.) Twenty (20) box of HORIZONTAL FILE DATA BOX (LONG HORIZONTAL DATA FILE).
- 21.) Twenty (20) PC of ARCH FILE (ESSP A4 3" INCHES ARCH FILE-BLACK - LONG).
- 22.) Twenty-Five (25) PC of CARTOLINA (YELLOW COLOR 8.5 x 13).
- 23.) Twenty-Five (25) PC of CARTOLINA (LIGHT BLUE COLOR 8.5 x 13).
- 24.) Twenty-Five (25) PC of CARTOLINA (PINK COLOR 8.5 x 13).
- 25.) Twenty-Five (25) PC of CARTOLINA (ORANGE COLOR 8.5 x 13).
- 26.) Twenty-Five (25) PC of CARTOLINA (LAVANDER COLOR 8.5 x 13).
- 27.) Twenty (20) PC of RECORD BOOK, A4, 250 PAGES.
- 28.) Twenty (20) bxs of Computer Ribbon (LX310).
- 29.) Ten (10) bots of Computer Ink (Epson L3110 cyan).
- 30.) Ten (10) bots of Computer Ink (Epson L3100 yellow).
- 31.) Ten (10) bots of Computer Ink (Epson L3110 magenta).
- 32.) One Hundred (100) PC of SIGN PEN (BLUE).
- 33.) One Hundred Twenty (120) reams of Bond PAPER (SUBS 20 LONG).
- 34.) Twenty-Five (25) box of PAPER CLIP (VINYL COATED 50mm).
- 35.) Twenty (20) roll of CLEAR TAPE (1" x 50).
- 36.) Two (2) PC of PAPER PUNCHER (NO.75).
- 37.) Two (2) box of RUBBER BAND, (small).
- 38.) Fifty (50) PC of FOLDER ORDINARY (SHORT 14PTS).
- 39.) Twenty (20) roll of CLEAR TAPE (2").
- 40.) Fifty (50) of FOLDER ORDINARY (LONG 14PTS).
- 41.) Ten (10) PC of DOUBLE SIDED TAPE (1" INCH).
- 42.) Ten (10) PC of DOUBLE SIDED TAPE (2" INCHES).
- 43.) Two (2) unit of UPS WITH BUILT IN AVR (600 VOLTS).
- 44.) Five (5) PC of STORAGE BOX (PLASTIC 120L WITH WHEEL), WHITE.
- 45.) Fifty (50) PC of ENVELOP SHORT BROWN SMOOTH.
- 46.) Fifty (50) PC of ENVELOP LONG BROWN SMOOTH.

- 47.) Fifty (50) PC of BALLPEN (RED).
- 48.) Thirty (30) pad of STICKY NOTES (2 x 3).
- 49.) Thirty (30) pad of STICKY NOTES (2 x 3).
- 50.) Fifty (50) PC of BALLPEN (BLACK).
- 51.) Fifty (50) PC of FOLDER EXPANDED.
- 52.) Ten (10) pcs of FLASH DRIVE (64 GB).
- 53.) Twenty (20) bots of Computer Ink (Epson L3110 black).
- 54.) Twenty-Five (25) PC of MASKING TAPE (2") .
- 55.) Twenty (20) PC of SIGN PEN (BLACK) .
- 56.) Thirty (30) pad of STICKY NOTES(3 x 5, 1/8).
- 57.) Fifty (50) PC of FOLDER (EXPANDING FOLDER LONG WHITE).

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 April 11, 2023 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.

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: PR-23-02-098

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 APR 11 2023 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.


FREDELINO M. SAN JUAN, 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.	100	Pieces	Ballpen (Blue)	₱ 1,200.00		
2.	25	Pieces	White Board Pen	₱ 1,250.00		
3.	25	Pieces	Permanent Marker, Fine, Black	₱ 1,375.00		
4.	25	Pieces	Permanent Marker Broad Black	₱ 1,375.00		
5.	20	Boxes	Cork Board Pin	₱ 1,400.00		
6.	50	Boxes	Binder Clip Paper Clamp (2.0 inches)	₱ 1,500.00		
7.	50	Boxes	Staple Wire (No. 10)	₱ 1,500.00		
8.	100	Rolls	Tissue Paper, 3 ply	₱ 1,500.00		
9.	50	Pieces	Stick-on Note (3 Colors, Easy Stick and REvvable Notes 1" x 3" x 100 Sheets)	₱ 1,750.00		
10.	50	Pieces	Stick-on Note (Fluorescent Pad, 100 Sheets/Pink) "Sign Here"	₱ 1,750.00		
11.	50	Pieces	Envelop Expanding (Long Kraft w/tie)	₱ 1,750.00		
12.	10	Packs	Photo Paper, Long, 10pcs/Pack	₱ 1,800.00		
13.	1	Unit	Punching Binding Machine - 450 Sheets Binding Capacity - 22 Sheets (80g) Punching Capacity - 24 Holes (57.7 x 33 x 41.3cm) - 24 Release Pins - Overall Metal Covers, Die Casting Base - With mechanism to check the thickness of paper - Adjustable paper margin	₱ 10,000.00		
14.	2	Unit	External Hard Drive / Disk Drive (2 Terra)	₱ 14,000.00		
15.	2	Unit	Porta Divan (W-53" x D-21" x H-25"), Earth Color, 5 Seater, Rubberized	₱ 14,000.00		
16.	53	Reams	Bond Paper (Subs 20 Short)	₱ 14,840.00		
17.	4	Packs	Paper Sticker, 10 pcs/pack, Short, Matte)	₱ 175.00		
			Note: For the Scholarship Office of the University.			

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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.: _____

REYNANTE ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
18.	15	Boxes	Continuous Paper (131 9 ½ 3 Ply-Carbon)	₱ 18,345.00		
19.	100	Pieces	Correction Tape (Paper Tape), 5m	₱ 2,000.00		
20.	20	Boxes	Horizontal File Data Box (Long Horizontal Data File)	₱ 2,600.00		
21.	20	Pieces	Arch File (ESSP A4 3" Inches Arch File-Black – Long)	₱ 2,600.00		
22.	25	Pieces	Cartolina (Yellow Color 8.5 x 13)	₱ 250.00		
23.	25	Pieces	Cartolina (Light Blue Color 8.5 x 13)	₱ 250.00		
24.	25	Pieces	Cartolina (Pink Color 8.5 x 13)	₱ 250.00		
25.	25	Pieces	Cartolina (Orange Color 8.5 x 13)	₱ 250.00		
26.	25	Pieces	Cartolina (Lavander Color 8.5 x 13)	₱ 250.00		
27.	20	Pieces	Record Book, A4, 250 Pages	₱ 3,000.00		
28.	20	Boxes	Computer Ribbon (LX310)	₱ 3,200.00		
29.	10	Bottles	Computer Ink (Epson L3110 Cyan)	₱ 3,500.00		
30.	10	Bottles	Computer Ink (Epson L3100 Yellow)	₱ 3,500.00		
31.	10	Bottles	Computer Ink (Epson L3110 Magenta)	₱ 3,500.00		
32.	100	Pieces	Sign Pen (Blue)	₱ 3,800.00		
33.	120	Reams	Bond Paper (Subs 20 Long)	₱ 36,000.00		
34.	25	Boxes	Paper Clip (Vinyl Coated 50mm)	₱ 375.00		
35.	20	Rolls	Clear Tape (1" x 50)	₱ 400.00		
36.	2	Pieces	Paper Puncher (No. 75)	₱ 400.00		
37.	2	Boxes	Rubber Band, (small)	₱ 50.00		
38.	50	Pieces	Folder Ordinary (Short 14pts)	₱ 500.00		
39.	20	Rolls	(Clear Tape (2"))	₱ 500.00		
40.	50	Pieces	Folder Ordinary (Long 14 pts)	₱ 500.00		
41.	10	Pieces	Double Sided Tape (1" inch)	₱ 500.00		
<i>Note: For the Scholarship Office of the University.</i>						

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
42.	10	Pieces	Double Sided Tape (2" inches)	P 550.00		
43.	2	Units	UPS with Built in AVR (600 Volts)	P 6,000.00		
44.	5	Pieces	Storage Box (Plastic 120L with Wheel), White	P 6,000.00		
45.	50	Pieces	Envelop Short Brown Smooth	P 600.00		
46.	50	Pieces	Envelop Long Brown Smooth	P 600.00		
47.	50	Pieces	Ballpen (Red)	P 600.00		
48.	30	Pads	Sticky Notes (2 x 3)	P 600.00		
49.	30	Pads	Sticky Notes (2 x 3)	P 600.00		
50.	50	Pieces	Ballpen (Black)	P 600.00		
51.	50	Pieces	Folder Expanded	P 650.00		
52.	10	Pieces	Flash Drive (64 GB)	P 7,000.00		
53.	20	Bottles	Computer Ink (EPSON L3110 black)	P 7,000.00		
54.	25	Pieces	Masking Tape (2")	P 750.00		
55.	20	Pieces	Sign Pen (Black)	P 760.00		
56.	30	Pads	Sticky Notes (3 x 5, 1/8)	P 900.00		
57.	50	Pieces	Folder (Expanding Folder Long White)	P 900.00		
<i>Note: For the Scholarship Office of the University.</i>						

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