



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 Nicer Project 3**

Approved Budget Cost: **Php 65,895.00**

Purchase Request No.: **PR 23-02-105**

Closing Date: **March 16, 2023 @ 10AM**

Description:

- 1.) Five (5) PC of INK EPSON L360 BLACK , T6641.
- 2.) Five (5) PC of INK EPSON L360 CYAN, T6642.
- 3.) Five (5) PC of INK EPSON L360 YELLOW, T6644.
- 4.) Five (5) PC of INK EPSON L360 MAGENTA , T6643.
- 5.) Twenty Three (23) REAM of BOND PAPER - SUBS. 80, 8.5 x 13.
- 6.) Twenty (20) REAM of BOND PAPER - SUBS. 80, GSM A4.
- 7.) Ten (10) box of DISPOSABLE MASK - 50PCS. PER BOX.
- 8.) Ten (10) box of DISPOSABLE GLOVES - DISPOSABLE VINYL GLOVES (LARGE) 100PCS 50 PAIR, POWDER FREE.
- 9.) Ten (10) box of DISPOSABLE GLOVES - PVC+NITRILE, FOOD GRADE, 100 PCS PER BOX; NON-STERILE 50 PAIR.
- 10.) Fifteen (15) box of DISPOSABLE HAIRNET, BOUFFANT CAP - ELASTIC EDGE MESH COLOR BLACK 12PCS PER BOX.
- 11.) Two (2) box of BALL PEN - BALLPOINT COLOR BLUE 50PC/BOX.
- 12.) Six (6) PC of HIGHLIGHTER - COLOR ORANGE (3PCS) AND YELLOW GREEN (3PCS).
- 13.) Twenty (20) box of PAPER CLIPS - 30mm VYNIL PAPER CLIPS 70PC PER BOX.
- 14.) Thirty (30) box of BINDER CLIPS - BINDER CLIP 1", 12 PC PER BOX.
- 15.) Ten (10) roll of TAPE - CLEAR PLASTIC TAPE 1" WIDTH x 100 METERS.
- 16.) Ten (10) roll of TAPE - 4.5cm WIDE TRANSPARENT TAPE, BIG ROLL SEALING TAPE, LONG EXPRESS PACKING AND BINDING TAPE 100m..
- 17.) Two (2) PC of TAPE DISPENSER - TAPE DISPENSER 2 IN 1.
- 18.) One (1) PC of PACKAGING TAPE DISPENSER WITH METAL CUTTER.

- 19.) Five (5) PC of SCISSORS - OFFICE SCISSORS 8 INCHES.
- 20.) Five (5) PC of RULER -STAINLESS STEEL 12 INCHES.
- 21.) Three (3) box of PENCILS - NO. 2, 10 PCS PER BOX.
- 22.) One (1) box of PENCIL SHARPENER - 24PC/BOX DOUBLE PENCIL SHARPENER.
- 23.) Ten (10) PC of FILLING BOX - LONG, H-9 1/2" x W-5" x L-16".
- 24.) Five (5) PC of STAPLER - NO, 35.
- 25.) Five (5) box of STAPLE WIRE - #35.
- 26.) Fifty (50) PC of BROWN ENVELOPE - LONG.
- 27.) Fifty (50) PC of LONG EXPANDABLE ENVELOP WITH GARTER.
- 28.) Fifty (50) PC of PLASTIC FOLDER - WHITE LONG.
- 29.) Fifty (50) PC of PAPER FOLDER - WHITE LONG.
- 30.) Five (5) PACK of INTER-FOLDED PAPER TOWEL - 175 PULLS BY 30 PACKS PER BOX.
- 31.) Five (5) PC of LONG CLEARBOOK / PORTFOLIO 20 PLASTIC PAGES.
- 32.) Five (5) PC of RECORD BOOK, 300 PAGES, NOTEBOOK SIZE.
- 33.) One (1) PACK of SEAL TAPE - COLOR YELLOW, 58mm DIAMETER; 100PCS PER BUNDLE.
- 34.) One (1) PACK of SEAL TAPE - COLOR RED, 58mm DIAMETER; 100PCS PER BUNDLE.
- 35.) One (1) PACK of SEAL TAPE - COLOR WHITE, 58mm DIAMETER; 100PCS PER BUNDLE.
- 36.) One (1) PACK of SEAL TAPE - COLOR YELLOW, 70mm DIAMETER; 100PCS PER BUNDLE.
- 37.) One (1) packs of SEAL TAPE - COLOR RED, 70mm DIAMETER; 100PCS PER BUNDLE.
- 38.) One (1) PACK of SEAL TAPE - COLOR YWHITE, 70mm DIAMETER; 100PCS PER BUNDLE.
- 39.) Three (3) PC of PLASTIC EXPANDABLE LONG ENVELOPE WITH DIVIDER 20 POCKETS.
- 40.) Five (5) PC of LONG PLASTIC CLIPBOARD.
- 41.) Five (5) PACK of GLUE STICK 8 GRAMS GLUE ADHESIVE - 12 PC PER PACK.
- 42.) Eight (8) PC of CORRECTION TAPE, 5M.
- 43.) One (1) pc of PRICE TAG GUN / PRICE LABELLER, 8 CHARACTERS ON ONE LINE
LABEL SIZE: 21 x 12mm
dimension: 40MM (w) x 223mm (L) x 128m.

- 44.) Two (2) roll of PRICE LABELLER REFILL - 10PCS PER ROLL/PACK.
- 45.) Five (5) bot of PRICE TAG LABELLER REFILL INK 10ml.
- 46.) Fifty (50) pack of STICKER PAPER - VINYL STICKER WATERPROOF A4 GLOSSY, 20 SHEETS/PK.
- 47.) One (1) box of PERMANENT MARKER - 12 PC PER BOX, ROUNDED.
- 48.) Two (2) SET of PORTABLE FIRST AID KIT SET - 21 - ANTISEPTIC TOWELETTES
- 36 ALCOHOL PREP PADS
 - 6 STING REFILL PADS
 - 20 POVIDONE - IODINE PREP PADS
 - 22 COTTON BALSS
 - 1 INSTANT COLD COMPRESS 6x9
 - 1 ENGLISH FIRST AID KIT GUIDE
 - 20 ADHESIVE BANDAGE 1" x 3"
 - 50 ADHESIVE BANDAGE 3/8 x 1- 1/2
 - 60 ADHESIVE BANDAGE 3" x 3/4
 - 10 BUTTERFLY CLOSURE BANDAGE
 - 4 NITRLE EXAMINATION GLOVES
 - 1 GKB 400 BOX, SIZE 33*30*9cm
 - 18 WOUND CLOSURE STRIPS 1/4" - 1-1/2"
 - 2 GAUZE ROLL 2" x 4.1 YARD
 - 2 EYE PADS
 - 8 STERILE GAUZE PADS 2" x 2"
 - 4 STERILE GAUZE PADS 4" x 4"
 - 1 STERILE TRAUMA PADS 5" x 9"
 - 30 COTTON TIP APPLICATOR
 - 1 ADHESIVE TAPE ROLL 1 x 5 YARDS
 - 5 FINGER SPLINTS
 - 1 TRIANGULAR BANDAGE 40" x 40" x 56"
 - 1 TWEEZERS
 - 1 METAL SCISSORS

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 March 16, 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-23-02-105

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 **MAR 16 2022** 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.	5	Pieces	Ink Epson L360 Black, T6641	₱ 1,500.00		
2.	5	Pieces	Ink Epson L360 Cyan, T6642	₱ 1,500.00		
3.	5	Pieces	Ink Epson L360 Yellow, T6644	₱ 1,500.00		
4.	5	Pieces	Ink Epson L360 Magenta, T6643	₱ 1,500.00		
5.	23	Reams	Bond Paper – Subs. 80, 8.5 x 13	₱ 5,750.00		
6.	20	Reams	Bond Paper – Subs. 80, GSM A4	₱ 5,000.00		
7.	10	Boxes	Disposable Mask – 50pcs per box	₱ 1,000.00		
8.	10	Boxes	Disposable Gloves – Disposable Vinyl Gloves (Large) 100pcs 50 pair, Powder Free	₱ 1,500.00		
9.	10	Boxes	Disposable Gloves – PVC + Nitrile, Food Grade, 100 pcs per box; Non-Sterile 50 pair	₱ 1,600.00		
10.	15	Boxes	Disposable Hairnet, Bouffant Cap – Elastic Edge Mesh Color Black 12 Pieces per box	₱ 1,050.00		
11.	2	Boxes	Ball Pen – Ballpoint Color Blue 50pc/box	₱ 320.00		
12.	6	Pieces	Highlighter – Color Orange (3pcs) and Yellow Green (3pcs)	₱ 120.00		
13.	20	Boxes	Paper Clips – 30mm Vinyl Paper Clips 70pc per box	₱ 600.00		
14.	30	Boxes	Binder Clips – Binder Clip 1", 12 pc per box	₱ 1,500.00		
15.	10	Rolls	Tape – Clear Plastic Tape 1" Width x 100 meters	₱ 400.00		
16.	10	Rolls	Tape – 4.5cm Wide Transparent Tape, Big Roll Sealing Tape, Long Express Packing and Binding Tape 100m.	₱ 500.00		
17.	2	Pieces	Tape Dispenser – Tape Dispenser 2 in 1	₱ 240.00		
18.	1	Pieces	Packaging Tape Dispenser with Metal Cutter	₱ 350.00		
19.	5	Pieces	Scissors – Office Scissors 8 inches	₱ 250.00		
20.	5	Pieces	Ruler – Stainless Steel 12 inches	₱ 300.00		
			<i>Note: For the Agriculture NICER Project 3 of the University.</i>			

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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
21.	3	Boxes	Pencils – No. 2, 10 pcs per box	P 300.00		
22.	1	Boxes	Pencil Sharpener – 24pc/box double pencil sharpener	P 100.00		
23.	10	Pieces	Filling Box – Long, H – 9 1/2" x W – 5" x L – 16"	P 1,300.00		
24.	5	Pieces	Stapler – No. 35	P 400.00		
25.	5	Boxes	Stapler Wire - #35	P 300.00		
26.	50	Pieces	Brown Envelope – Long	P 450.00		
27.	50	Pieces	Long Expandable Envelop with Garter	P 750.00		
28.	50	Pieces	Plastic Folder – White Long	P 500.00		
29.	50	Pieces	Paper Folder – White Long	P 750.00		
30.	5	Packs	Inter-Folded Paper Towel – 175 Pulls by 30 Packs per box	P 5,000.00		
31.	5	Pieces	Long Clearbook/ Portfolio 20 Plastic Pages	P 1,500.00		
32.	5	Pieces	Record Book, 300 Pages, Notebook Size	P 300.00		
33.	1	Pack	Seal Tape – Color Yellow, 58mm Diameter, 100pcs per bundle	P 100.00		
34.	1	Pack	Seal Tape – Color Red, 58mm Diameter; 100pcs per bundle	P 100.00		
35.	1	Pack	Seal Tape – Color White, 58mm Diameter, 100pcs per bundle	P 100.00		
36.	1	Pack	Seal Tape – Color Yellow, 70mm Diameter, 100 pcs bundle	P 100.00		
37.	1	Pack	Seal Tape – Color Red, 70mm Diameter; 100pcs per bundle	P 100.00		
38.	1	Pack	Seal Tape – Color White, 70mm Diameter; 100pcs per bundle	P 100.00		
39.	3	Pieces	Plastic Expandable Long Envelope with Divider 20 pockets	P 510.00		
40.	5	Pieces	Long Plastic Clipboard	P 350.00		
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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
41.	5	Packs	Glue Stick 8 Grams Glue Adhesive – 12 pc per pack	P 150.00		
42.	8	Pieces	Correction Tape, 5m	P 320.00		
43.	1	Piece	Price Tag Gun / Price Labeller, 8 characters on one line Label Size: 21 x 12mm Dimension: 40mm (W) x 223mm (L) x 128m	P 360.00		
44.	2	Rolls	Price Labeller Refill – 10pcs per roll/pack	P 120.00		
45.	5	Bottles	Price Tag Labeller Refill Ink 10ml	P 175.00		
46.	50	Packs	Sticker Paper – Vinyl Sticker Waterproof A4 Glossy, 20 sheets/pack	P 15,000.00		
47.	1	Box	Permanent Marker – 12 pc per box, rounded	P 180.00		
<i>Note: For the Agriculture NICER Project 3 of the University.</i>						

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
48.	2	Sets	Portable First Aid Kit Set – 21 – Antiseptic Towelettes - 36 Alcohol Prep Pads - 6 Sting Refill Pads - 20 Povidone – Iodine Prep Pads - 22 Cotton Balls - 1 Instant Cold Compress 6x9 - 1 English First Aid Kit Guide - 20 Adhesive Bandage 1" x 3" - 50 Adhesive Bandage 3/8 x 1 1/2 - 60 Adhesive Bandage 3" x 3/4 - 10 Butterfly Closure Bandage - 4 Nitrile Examination Gloves - 1 GKB 400 box, size 33*30*9cm - 18 Wound Closure Strips 1/4" – 1 1/2" - 2 Gauze Roll 2" x 4.1 Yard - 2 Eye Pads - 8 Sterile Gauze Pads 2" x 2" - 4 Sterile Gauze Pads 4" x 4" - 1 Sterile Trauma Pads 5" x 9" - 30 Cotton Tip Applicator - 1 Adhesive Tape Roll 1 x 5 Yards - 5 Finger Splints - 1 Triangular Bandage 40" x 40" x 56" - 1 Tweezers - 1 Metal Scissors	P 10,000.00		
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