



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 RDEC**

Approved Budget Cost: **Php 33,444.00**

Purchase Request No.: **PR 23-02-184**

Closing Date: **March 20, 2023 @ 10AM**

Description:

- 1.) Thirty-One (31) ream of Bond Paper, 8.5" X 13" (Long), Substance 20, 70 GSM, 500 sheet/ream.
- 2.) Twenty-Three (23) ream of Bond Paper , 8.27" X 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream.
- 3.) Eleven (11) ream of Bond Paper, 8.5" X 11" (Short), Substance 20, 70 GSM, 500 sheet/ream.
- 4.) Eight (8) box of Ballpen (2 box black, 4 box blue, 1 box red, 1 box green), 0.7mm Gel Pen, 25 pcs/box.
- 5.) Fifty-Five (55) pc of Ordinary Brown Envelopes, Size: Long.
- 6.) Fifteen (15) pc of Ordinary Brown Envelopes, Size: short.
- 7.) Six (6) pc of White board pens (2 pcs blue, 2 pcs black, 2 pcs red) Fine.
- 8.) Thirty-Five (35) PC of Manila Paper.
- 9.) Three (3) box of Pencil - No. 2, Size: Medium, 12 pcs/box.
- 10.) Six (6) PC of Pencil Sharpener (2-hole-medium and large size).
- 11.) Seven (7) PC of Correction Tape (8m-tape length).
- 12.) Four (4) bot of Continuous Ink (Black Ink #003) for Epson L3220.
- 13.) Five (5) SET of Continuous Ink (Cyan, Magenta, Black, Yellow #003) for Epson L3110.
- 14.) Thirty-Five (35) PC of Expandable Folder, Size: Long, Color: Maroon (23x37.5cm).
- 15.) One (1) bot of Permanent Marker Ink, Color: Blue (30ml).
- 16.) Two (2) PC of Permanent Marker, Color: Black (1 pc), Green (1 pc).
- 17.) One (1) PC of Glue , 130 grms, All purpose glue.
- 18.) Five (5) PC of Pencil Eraser - soft, white, synthetic or natural rubber, non-toxic, dimensions: 30 x 20 x 10mm.

- 19.) Three (3) PC of Stapler - Size:15 x 7 x 7, #35.
- 20.) Three (3) box of Stapler wire #35.
- 21.) Six (6) PC of Highlighters, color: green (3) pink (3) size: chisel tip, 1-5mm.
- 22.) Fifty (50) PC of Mail Envelope, #10 Size: Long.
- 23.) Ten (10) PC of Sticky Notes, Size: 3 x 3 inches.

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 20, 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-23-02-184

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 20 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.	31	Reams	Bond Paper, 8.5" x 13" (Long), Substance 20,70 GSM, 500 sheets/reams	₱ 9,300.00		
2.	23	Reams	Bond Paper, 8.27" x 11.69" (A4), Substance 20, 70 GSM, 500 sheets/ream	₱ 6,210.00		
3.	11	Reams	Bond Paper, 8.5" x 11" (Short), Substance 20, 70 GSM, 500 sheets/ream	₱ 2,750.00		
4.	8	Boxes	Ballpen (2 box black, 4 box blue, 1 box red, 1 box green), 0.7 mm Gel pen, 25 pcs/box	₱ 1,600.00		
5.	55	Pieces	Ordinary Brown Envelopes, Sizes: Long	₱ 825.00		
6.	15	Pieces	Ordinary Brown Envelopes, Size: Short	₱ 180.00		
7.	6	Pieces	White Board pens (2 pcs blue, 2 pcs black, 2 pcs red) Fine	₱ 240.00		
8.	35	Pieces	Manila Paper	₱ 350.00		
9.	3	Boxes	Pencil – No. 2, Size: Medium, 12 pcs/box	₱ 174.00		
10.	6	Pieces	Pencil Sharpener (2-hole-medium and large size)	₱ 120.00		
11.	7	Pieces	Correction Tape (8m-tape length)	₱ 315.00		
12.	4	Bottles	Continuous Ink (Black in #003) for EPSON L3220	₱ 1,380.00		
13.	5	Sets	Continuous Ink (Cyan, Magenta, Black, Yellow #003) for EPSON L3110	₱ 6,900.00		
14.	35	Pieces	Expandable Folder, Size: Long, Color: Maroon (23 x 37.5cm)	₱ 525.00		
15.	1	Bottle	Permanent Marker Ink, Color: Blue (30ml)	₱ 200.00		
16.	2	Pieces	Permanent Marker, Color: Black (1 pc), Green (1 pc)	₱ 140.00		
17.	1	Piece	Glue, 130 grams, All-purpose glue	₱ 100.00		
18.	5	Pieces	Pencil Eraser – soft, white, synthetic or natural rubber, non-toxic, dimensions: 30 x 20 x 10mm	₱ 125.00		
19.	3	Pieces	Stapler – Size: 15 x 7 x 7, #35	₱ 660.00		
			<i>Note: For the RESEL (RDEC) 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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Western Mindanao State University

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
20.	3	Boxes	Stapler Wire #35	₱ 300.00		
21.	6	Pieces	Highlighters, Color: Green (3) Pink (3) Size: Chisel Tip, 1-5mm	₱ 300.00		
22.	50	Pieces	Mail Envelope, #10 Size: Long	₱ 250.00		
23.	10	Pieces	Sticky Notes, Size: 3 x 3 inches	₱ 500.00		
<i>Note: For the RESEL (RDEC) of the University.</i>						

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 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date