



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 CSM**

Approved Budget Cost: **Php 14,220.00**

Purchase Request No.: PR 23-03-006

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

Description:

- 1.) Eight (8) REAM of Bond Paper, 8.5" X 13" (Long), Substance 20, 70 GSM, 500 sheet/ream.
- 2.) Two (2) REAM of Bond Paper , 8.27" X 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream.
- 3.) Ten (10) PC of LONG CLIPBOARD (23cm x 35 cm), PLASTIC.
- 4.) Two (2) box of Binder Clip (2 inches), Color: Black Material: Metal.
- 5.) Ten (10) bot of Isoprophyl Alcohol 70% solution (500mL).
- 6.) Six (6) PC of Correction Tape (8m-tape length).
- 7.) Twenty (20) PC of Pencil Lead with Eraser, medium , #2.
- 8.) Twenty (20) PC of Sign Pen, Liquid/gel ink, 0.5mm needle tip, Color: Black.
- 9.) Five (5) PC of Sign Pen, Liquid/gel ink, 0.5mm needle tip, Color: Blue.
- 10.) Five (5) PC of Sign Pen, Liquid/gel ink, 0.5mm needle tip, Color: Red.
- 11.) Ten (10) PC of Permanent Marker, Bullet type, black, Fine Point.
- 12.) Five (5) PC of Whiteboard Marker, felt tip, Bullet type, black.
- 13.) Four (4) PC of Clear Book, Fixed, 20 pages, Long.
- 14.) Four (4) PC of Clear Book, Fixed, 20 pages, A4.
- 15.) Three (3) PC of 2-Hole Binder (long).
- 16.) Three (3) PC of Flash Drive 32G, USB 3.0.
- 17.) Four (4) PC of Document Storage Box with cover.

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 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-23-03-206

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 20 2023 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

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

FREDELINO M. SAN JUAN, Ph.D.

BAC Chair

Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
1.	8	Reams	Bond Paper, 8.5" x 13" (Long), Substance 20, 70 GSM, 500 sheet/ream	₱ 2,400.00		
2.	2	Reams	Bond Paper, 8.27" x 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream	₱ 540.00		
3.	10	Pieces	Long Clipboard (23cm x 35cm), Plastic	₱ 1,000.00		
4.	2	Boxes	Binder Clip (2 inches), Color: Black Material: Metal	₱ 240.00		
5.	10	Bottles	Isopropyl Alcohol 70% Solution (500ml)	₱ 800.00		
6.	6	Pieces	Correction Tape (8m-tape length)	₱ 240.00		
7.	20	Pieces	Pencil Lead with Eraser, medium, #2	₱ 400.00		
8.	20	Pieces	Sign Pen, Liquid/Gel ink, 0.5mm needle tip, Color: Black	₱ 400.00		
9.	5	Pieces	Sign Pen, Liquid/Gel ink, 0.5mm needle tip, Color: Blue	₱ 100.00		
10.	5	Pieces	Sign Pen, Liquid/Gel ink, 0.5mm needle tip, Color: Red	₱ 100.00		
11.	10	Pieces	Permanent Marker, black, Fine Point	₱ 500.00		
12.	5	Pieces	Whiteboard Marker, felt tip, Bullet type, black	₱ 400.00		
13.	4	Pieces	Clear book, Fixed, 20 Pages, Long	₱ 1,200.00		
14.	4	Pieces	Clear book, Fixed, 20 Pages, A4	₱ 1,200.00		
15.	3	Pieces	2-Hole Binder (long)	₱ 1,200.00		
16.	3	Pieces	Flash drive 32G, USB 3.0	₱ 1,500.00		
17.	4	Pieces	Document Storage Box with cover	₱ 2,000.00		
			<i>Note: For the College of Science and Mathematics 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