



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 Various Office Supplies for the CCE**

Approved Budget Cost: **Php 135,000.00**

Purchase Request No.: **PR 23-04-257**

Closing Date: **May 30, 2023 @ 9:30 AM**

Description:

- 1.) Two Hundred (200) PC of KEY HOLDER, CHAIN, SIZE 3" x 1" - Acrylic.
- 2.) One Hundred Fifty (150) PC of PAPER WEIGHT, SIZE: 3-1/2 DISMETER, THICK: 2 OF 3/8, SANDWICH TYPE, MATERIAL GLASS.
- 3.) Three Hundred (300) PC of LANDYARD WITH FULL SUBLIMATION WITH WMSU & CCE LOGO.
- 4.) One Hundred (100) pad of PLANNER / JOURNAL WITH CUSTOMIZED WMSU & CCE LOGO
Specifications:
 - A5 size, stationary 25k Moleskin Rubber Diary Strap Notebook with String
 - Made of Environment Friendly Materials
 - PU Skin
 - Hard Cover
 - 80 leaves (160 pages)
 - Ruled
 - Rounded Corners
 - Elastic Closure
 - Matching Bookmark ribbon
 - Acid Free, Ivory-colored paper
 - Lies flat, opens at 180 ?
 - Size: 212 mm

Please see attached design

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 May 30, 2023 at the

BAC Office, 2nd Floor, Admin 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-23-04-257

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 MAY 30 2023 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
BAC Chair for Goods

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.	200	Pieces	Key Holder, Chain, Size 3" x 1" – Acrylic	₱ 10,000.00		
2.	150	Pieces	Paper Weight, Size: 3 ½ diameter, Thick: 2 of 3/8 sandwich type, material: glass	₱ 75,000.00		
3.	300	Pieces	Lanyard with full sublimation with WMSU & CCE Logo	₱ 30,000.00		
4.	100	Pads	Planner/Journal with Customized WMSU & CCE Logo Specifications: <ul style="list-style-type: none"> - A5 size, stationary 25k Moleskin Rubber Diary Strap Notebook with string - Made of environment friendly materials - PU Skin - Hard Cover - 80 leaves (160 pages) - Ruled - Rounded Corners - Elastic Closure - Matching Bookmark ribbon - Acid free, Ivory-colored paper - Lies flat, opens at 180° - Size: 212 mm 	₱ 20,000.00		
			<i>Note: For the Center for Continuing Education of the University.</i>			

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EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

Total: _____
 Brand & Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

PhilGEPS Registration No.: _____
Certificate Reference No.: _____

REYNANTE ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date



LANYARD

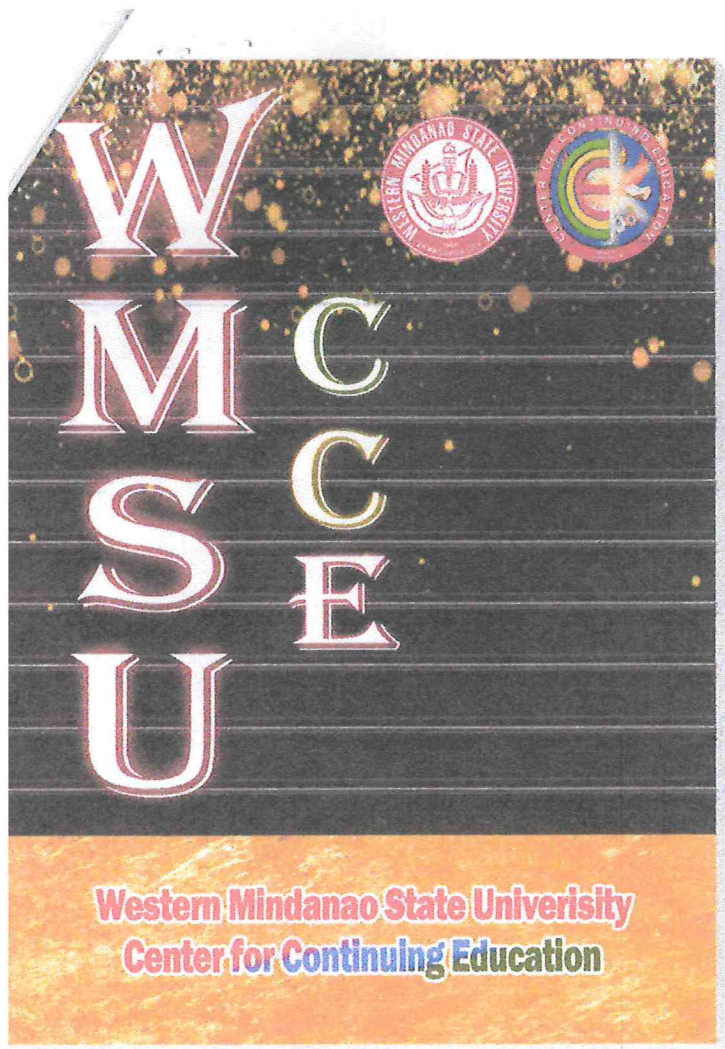
PAPER WEIGHT



BACK-TO-BACK



Keychain



– FRONT

REAR –

