

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: 23-05-284

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 **JUL 12 2023** at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
BAC Chairperson 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 the Contract (ABC)	Unit Cost	Total Cost
1.	16	Reams	Bond Paper , 8.27" X 11.69" (A4), Substance 20, 70 GSM, 500 sheet/ream	₱ 4,000.00		
2.	16	Reams	Bond Paper, 8.5" X 11" (Short), Substance 20, 70 GSM, 500 sheet/ream	₱ 4,000.00		
3.	20	Boxes	Ballpen (7 box black, 9 box blue, 2 box red, 2 box green), 0.7mm Gel Pen, 25 pcs/box	₱ 4,000.00		
4.	70	Pieces	Ordinary Brown Envelopes, Size: Long	₱ 1,050.00		
5.	15	Pieces	Ordinary Brown Envelopes, Size: short	₱ 180.00		
6.	12	Pieces	White board pens (4 pcs blue, 4 pcs black, 4 pcs red) Fine	₱ 480.00		
7.	35	Pieces	Manila Paper	₱ 350.00		
8.	30	Boxes	Pencil - No. 2, Size: Medium, 12 pcs/box	₱ 1,800.00		
9.	40	Pieces	Notebook (100 leaves, composition)	₱ 2,000.00		
10.	17	Pieces	Correction Tape (8m-tape length)	₱ 765.00		
11.	2	Sets	Continuous Ink (Cyan ink #664, Magenta ink #664, Black ink #664, Yellow ink #664) for EPSON L120	₱ 2,400.00		
12.	12	Sets	Continuous Ink (Cyan, Magenta, Black, Yellow #003) for Epson L3110	₱ 16,560.00		

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

EPS Reference Number : _____
EPS Solicitation Number : _____
EPS Closing Date : _____

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

PhilGEPS Certificate No.: _____

Certificate Reference No.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date



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 Office Supplies and Materials for the Institutional Research Project of the RDEC**

Approved Budget Cost: **Php 51,170.00**

Purchase Request No.: **PR #: 23-05-284**

Closing Date: **July 12, 2023 @ 9:30 AM**

Description:

1. Sixteen (16) Reams – Bond Paper, 8.27” X 11.69” (A4), Substance 20, 70 GSM, 500 sheet/ream
2. Sixteen (16) Reams – Bond Paper, 8.5” X 11” (Short), Substance 20, 70 GSM, 500 sheet/ream
3. Twenty (20) Boxes – Ballpen (7 box black, 9 box blue, 2 box red, 2 box green), 0.7mm Gel Pen, 25 pcs/box
4. Seventy (70) Pieces – Ordinary Brown Envelopes, Size: Long
5. Fifteen (15) Pieces – Ordinary Brown Envelope, Size: short
6. Twelve (12) Pieces – White board pens (4 pcs blue, 4 pcs black, 4 pcs red)
7. Thirty – Five (35) Pieces – Manila Paper
8. Thirty (30) Boxes – Pencil – No. 2, Size: Medium, 12 pcs/box
9. Forty (40) Pieces – Notebook (100 leaves, composition)
10. Seventeen (17) Pieces – Correction Tape (8m-tape length)
11. Two (2) Sets – Continuous Ink (Cyan ink #664, Magenta ink #664, Black ink #664, Yellow ink #664) for EPSON L120
12. Twelve (12) Sets – Continuous Ink (Cyan, Magenta, Black, Yellow #003) for EPSON L3110
13. One Hundred (100) Pieces – Expandable Folder, Size: Long, Color: brown (23x37.5cm)
14. Ten (10) Packs – Cartolina, Assorted color
15. Twenty (20) Pieces – Permanent Marker, Color: Black (13 pcs), Green (5 pcs), Blue (2pcs)
16. Two (2) Pieces – Glue, 130 ml
17. Five (5) Pieces – Masking Tape 2”
18. Three (3) Pieces – Stapler – Size: 15 x 7 x 7, #35
19. Three (3) Boxes – Stapler wire #35
20. Eighteen (18) Pieces – Highlighters, color: green (6) pink, pink (6), orange (6), size: chisel tip, 1-5mm
21. Twenty (20) Pieces – Sticky Notes, Size: 3 x 3 inches
22. Ten (10) Packs – Meta cards, Size: 5 x 9 cm (100 sheets / pack)
23. Five (5) Pieces – Clip board (legal)
24. One (1) Piece – 1 PC of Plastic Storage Box with wheels, Capacity: 100 liters
25. Sixteen (16) Reams – Bond Paper, 8.5” X 13” (Long), Substance 20, 70 GSM, 500 sheet/ream

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 **July 12, 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