

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: **23-05-302**

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 18 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.	5	Boxes	BONDPAPER (LONG) SUB 20 GSM 70, 5 REAM/BOX	₱ 5,750.00		
2.	1	Box	BONDPAPER (SHOR) SUB 20 GSM 70, 5 REAM/BOX	₱ 1,025.00		
3.	2	Boxes	BONDPAPER (A4) SUB 20 GSM 70, 5 REAM/BOX	₱ 2,150.00		
4.	5	Packs	VELLUM BOARD (A4) COLOR CREAM - 60PCS/PACK	₱ 1,750.00		
5.	5	Boxes	BALLPEN COLOR: BLUE - 25PC/BOX	₱ 937.50		
6.	3	Boxes	BALLPEN COLOR: BLACK - 25PC/BOX	₱ 562.50		
7.	2	Boxes	BALLPEN COLOR: RED - 25PC/BOX	₱ 375.00		
8.	2	Pieces	STAPLER (BIG)	₱ 790.00		
9.	4	Sets	COMPUTER INK EPSON L360: BLACK, MAGENTA, YELLOW, CYAN	₱ 4,720.00		
10.	2	Boxes	WHITEBOARD PEN, 2mm, COLOR: BLUE	₱ 1,560.00		
11.	2	Boxes	WHITEBOARD PEN, 2mm, COLOR: BLACK	₱ 1,560.00		
12.	1	Box	WHITEBOARD PEN, 2mm, COLOR: RED	₱ 780.00		
13.	1	Piece	SCISSORS (BIG)	₱ 60.00		
14.	10	Pads	STICKY NOTE (3x3in)	₱ 300.00		

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

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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 Certificate No.: _____
Certificate Reference No.: _____

REY ESPRITUSANTO / 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 the Contract (ABC)	Unit Cost	Total Cost
15.	2	Pieces	PENCIL SHARPENER	₱ 900.00		
16.	10	Pieces	FILE ORGANIZER (29cm, 7cm, 22cm)	₱ 1,950.00		
17.	100	Pieces	EXPANDABLE ENVELOPE WITH STRING, LONG, COLORED	₱ 1,850.00		
18.	100	Pieces	EXPANDABLE FOLDER; LONG YELLOW	₱ 1,900.00		
19.	10	Pieces	CORRECTION TAPE, 5M	₱ 250.00		
20.	2	Pieces	GLUE (BIG)	₱ 110.00		
21.	10	Pieces	LOG BOOK, 500 PAGES	₱ 1,300.00		
22.	50	Pieces	BROWN ENVELOPE, LONG, 38x25cm	₱ 175.00		
23.	50	Pieces	BROWN ENVELOPE, SHORT, 9x12cm	₱ 150.00		
24.	5	Boxes	PENCIL #2 MEDIUM	₱ 600.00		
25.	8	Pieces	FILE ORGANIZER, CLIP, 35 x 23cm	₱ 760.00		
26.	1	Pail	PAINT (GLOSS) COLOR: WHITE LATEX	₱ 2,698.50		
			<i>Note: For the CSM</i>			

EPS Reference Number : _____

EPS Solicitation Number : _____

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Total: _____

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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 OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR THE DOST PROJECT OF COLLEGE OF SCIENCE AND MATHEMATICS**

Approved Budget Cost: **Php 34,963.50**

Purchase Request No.: **PR 23-05-302**

Closing Date: **July 18, 2023 @ 9:30 AM**

Description:

1. Five (5) Boxes – BOND PAPER (LONG) SUB 20 GSM 70, 5 REAM/BOX
2. One (1) Box – BOND PAPER (SHORT) SUB 20 GSM 70, 5 REAM/BOX
3. Two (2) Boxes – BOND PAPER (A4) SUB 20 GSM 70, 5 REAM/BOX
4. Five (5) Packs – VELLUM BOARD (A4) COLOR CREAM – 60 PCS/PACK
5. Five (5) Boxes – BALLPEN COLOR: BLUE – 25PC/BOX
6. Three (3) Boxes – BALLPEN COLOR: BLACK – 25PC/BOX
7. Two (2) Boxes – BALLPEN COLOR: RED - 25PC/BOX
8. Two (2) Pieces – STAPLER (BIG)
9. Four (4) Sets – COMPUTER INK EPSON L360: BLACK, MAGENTA, YELLOW, CYAN
10. Two (2) Boxes – WHITEBOARD PEN, 2mm, COLOR: BLUE
11. Two (2) Boxes – WHITEBOARD PEN, 2mm, COLOR: BLACK
12. One (1) Box – WHITEBOARD PEN, 2mm, COLOR: RED
13. One (1) Piece – SCISSORS (BIG)
14. Ten (10) Pads – STICKY NOTE (3x3in)
15. Two (2) Pieces – PENCIL SHARPENER
16. Ten (10) Pieces – FILE ORGANIZER (29cm, 7cm, 22cm)
17. One Hundred (100) Pieces – EXPANDABLE ENVELOPE WITH STRING, LONG, COLORED
18. One Hundred (100) Pieces – EXPANDABLE FOLDER; LONG YELLOW
19. Ten (10) Pieces – CORRECTION TAPE, 5M
20. Two (2) Pieces – GLUE (BIG)
21. Ten (10) Pieces – LOG BOOK, 500 PAGES
22. Fifty (50) Pieces – BROWN ENVELOPE, LONG, 38x25cm
23. Fifty (50) Pieces – BROWN ENVELOPE, SHORT, 9x12cm
24. Five (5) Boxes – PENCIL #2 MEDIUM
25. Eight (8) Pieces – FILE ORGANIZER, CLIP, 35 x 23cm
26. One (1) Pail - PAINT (GLOSS) COLOR: WHITE LATEX

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 18, 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