

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: **23-06-324**

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 11 2023** at **9:30 A.M.** 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-EP'S REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	2	Sets	Computer Ink (Cyan, Magenta, Yellow) for EPSON L3210	₱ 2,100.00		
2.	3	Bottles	Computer Ink Black for EPSON L3210	₱ 1,050.00		
3.	200	Pieces	Special Paper for Certificates Specifications: Made from recycled materials, A4 sized paper).	₱ 4,000.00		
4.	3	Pieces	Stapler # 35	₱ 750.00		
5.	1	Piece	Puncher Specifications: Punching Capacity: 30 sheets of 70gsm Multipurpose Paper. With two hole guide	₱ 250.00		
6.	2	Boxes	Sign ballpen 0.5mm (Blue and Black)	₱ 600.00		
7.	2	Dozens	Long Brown Envelope	₱ 500.00		
			<i>Note: For the RDEC</i>			

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

Total:

Brand & Model : _____

Delivery Period : _____

Warranty : _____

Price Validity : _____

PAGE 1 of 1

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.: _____

Printed Name/Signature

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
Canvasser

Tel. No./Cellphone #

Date

WMSU-BAC-FR-007

Effectivity Date: 31 Oct. 2016



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 RDEC**

Approved Budget Cost: **Php 9,250.00**

Purchase Request No.: **PR #: 23-06-324**

Closing Date: **July 11, 2023 @ 9:30 AM**

Description:

1. **Two (2) Sets Computer Ink (Cyan, Magenta, Yellow) for EPSON L3210**
2. **Three (3) Bottles Computer Ink Black for EPSON L3210**
3. **Two Hundred (200) Pieces Special Paper for Certificates, Specifications: Made from recycled materials, A4 sized paper**
4. **Three (3) Pieces Stapler #35**
5. **One (1) Piece Puncher, Specifications: Punching Capacity: 30 sheets of 70gsm; Multipurpose Paper, with two hole guide**
6. **Two (2) Boxes Sign ballpen 0.5mm (Blue and Black)**
7. **Two (2) Dozens Long Brown Envelope**

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 11, 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