



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Zamboanga City  
Telephone No.: 062-991-7875  
[www.wmsu.edu.ph](http://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 Office of the Sports Director (WMSU Palaro)**

Approved Budget Cost: **Php 22,180.00**

Purchase Request No.: **PR #: 23-09-418**

Closing Date: **September 6, 2023 @ 9:30 AM**

Description:

1. **Six (6) Bags – LIME**
2. **Two (2) Pieces – TROPHIES (38 INCHES)**
3. **Two (2) Pieces – TROPHIES (36 INCHES)**
4. **Two (2) Pieces – TROPHIES (24 INCHES)**
5. **Sixteen (16) Pieces – BATTERY (AA)**
6. **Ten (10) Pieces – CARTOLINA (RED)**
7. **Five (5) Pieces – PERMANENT PEN (BLACK)**
8. **Five (5) Pieces – PERMANENT PEN (RED)**
9. **Five (5) Pieces – PERMANENT PEN (BLUE)**
10. **Forty (40) Pieces – EXPANDING FOLDER (LONG)**
11. **Two (2) Pieces – SCORESHEET (BASKETBALL)**
12. **Two (2) Pieces – SCORESHEETS (SOFTBALL)**
13. **Fifty (50) Pieces – BALLPEN (BLACK)**
14. **Two (2) Rolls – PLASTIC TWINE (BIG)**
15. **Two (2) Boxes – FASTENER**
16. **Twelve (12) Bottles – RUBBING ALCOHOL (500ml)**
17. **Two (2) Packs – COTTON (BIG) 500 GRMS/PACK**
18. **Sixty (60) Pieces – MASKING TAPE (2-INCHES)**
19. **Ten (10) Pieces – PACKING TAPE/CLEAR TAPE**
20. **Three (3) Pieces – SCISSORS (4 INCHES)**
21. **Three (3) Boxes – THUMB TACKS**
22. **Sixty – Five (65) Pieces – LONG FOLDER (WHITE)**
23. **Two (2) Boxes – PENCIL NO.2 (12 PCS/BOX)**
24. **Two (2) Pieces – GLUE 240 GRMS OR ML/BOT**
25. **Two (2) Pieces – PUNCHER, 2 HOLES (BIG) HEAVY DUTY**
26. **Eight (8) Rolls – STRAWLACE**
27. **Twenty (20) Rolls – TISSUE**
28. **Twenty (20) Packs – WET WIPES, 20 PCS/PACK OR SHEETS/PACK**

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 **September 6, 2023** at the BAC Office, 2<sup>nd</sup> Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email ([bacsecretariate@wmsu.edu.ph](mailto: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.: **23-09-418**

**SEP 06 2023**

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 **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.	6	Bags	LIME	₱ 3,600.00		
2.	2	Pieces	TROPHIES ( 38 INCHES )	₱ 3,000.00		
3.	2	Pieces	TROPHIES ( 36 INCHES )	₱ 2,000.00		
4.	2	Pieces	TROPHIES ( 24 INCHES )	₱ 1,000.00		
5.	16	Pieces	BATTERY ( AA )	₱ 320.00		
6.	10	Pieces	CARTOLINA (RED)	₱ 150.00		
7.	5	Pieces	PERMANENT PEN ( BLACK )	₱ 150.00		
8.	5	Pieces	PERMANENT PEN (RED )	₱ 150.00		
9.	5	Pieces	PERMANENT PEN ( BLUE)	₱ 150.00		
10.	40	Pieces	EXPANDING FOLDER (LONG)	₱ 600.00		
11.	2	Pieces	SCORESHEET ( BASKETBALL )	₱ 300.00		

EPS Reference Number : \_\_\_\_\_  
 EPS Solicitation Number : \_\_\_\_\_  
 EPS Closing Date : \_\_\_\_\_

PAGE 1 Of 3

**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 ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA**  
 Canvasser

\_\_\_\_\_  
 Printed Name/Signature  
 \_\_\_\_\_  
 Tel .No./Cellphone #  
 \_\_\_\_\_  
 Date

# REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: **23-09-418**

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 **SEP 06 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-EPS 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
12.	2	Pieces	SCORESHEETS ( SOFTBALL )	₱ 300.00		
13.	50	Pieces	BALLPEN ( BLACK )	₱ 500.00		
14.	2	Rolls	PLASTIC TWINE ( BIG )	₱ 300.00		
15.	2	Boxes	FASTENER	₱ 200.00		
16.	12	Bottles	RUBBING ALCOHOL (500ml)	₱ 1,200.00		
17.	2	Packs	COTTON (BIG) 500GRMS/PACK	₱ 100.00		
18.	60	Pieces	MASKING TAPE (2-INCHES)	₱ 2,700.00		
19.	10	Pieces	PACKING TAPE/CLEARTAPE	₱ 500.00		
20.	3	Pieces	SCISSORS (4 INCHES)	₱ 150.00		
21.	3	Boxes	THUMBSTACKS	₱ 90.00		
22.	65	Pieces	LONG FOLDER ( WHITE )	₱ 1,300.00		

EPS Reference Number : \_\_\_\_\_  
EPS Solicitation Number : \_\_\_\_\_  
EPS Closing Date : \_\_\_\_\_

PAGE 2 of 3

**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 ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA**  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

# REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: **23-09-418**

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 **SEP 06 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
23.	2	Boxes	PENCIL NO. 2 (12PCS/BOX)	₱ 120.00		
24.	2	Pieces	GLUE 240 GRMS OR ML/BOT	₱ 130.00		
25.	2	Pieces	PUNCHER, 2 HOLES (BIG) HEAVY DUTY	₱ 330.00		
26.	8	Rolls	STRAWLACE	₱ 640.00		
27.	20	Rolls	TISSUE	₱ 1,000.00		
28.	20	Packs	WET WIPES, 20 PCS/PACK OR SHEETS/PACK	₱ 1,200.00		
			<i>Note: For the Office of the Sports Director (WMSU Palaro)</i>			

EPS Reference Number : \_\_\_\_\_  
EPS Solicitation Number : \_\_\_\_\_  
EPS Closing Date : \_\_\_\_\_

PAGE 3 of 3

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 ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA**  
Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date