



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 Supplies and Materials for the Department of Extension Services and Community Development (DESCD) of the University**

Approved Budget Cost: **Php 30,995.00**

Purchase Request No.: **PR 23-09-426**

Closing Date: **November 14, 2023 @ 9:30 AM**

Description:

1. **One Hundred (100) pieces of NOTEBOOK-80LVS-ORDINARY, SPIRAL**
2. **One Hundred (100) pieces of PENCIL #2**
3. **One Hundred (100) pieces of BALLPEN COLOR BLUE**
4. **Three (3) pieces of STAPLER SMALL #10**
5. **Three (3) pieces of STAPLER BIG # 35**
6. **Twelve (12) boxes of STAPLE WIRE BIG #35**
7. **Twelve (12) boxes of STAPLE WIRE SMALL #10**
8. **Seventy – Five (75) pieces of ENVELOPE-LONG BROWN, ORDINARY**
9. **Fifteen (15) pieces of EXPANDED ENVELOPE BROWN**
10. **Seventy (70) pieces of PLASTIC FOLDER-LONG (ASSORTED COLOR)**
11. **Seventy (70) pieces of FOLDER LONG BROWN (CARTON)**
12. **Forty (40) pieces of MANILA PAPER**
13. **Three (3) pieces of SCISSORS – 8"**
14. **Twenty (20) pieces of PERMANENT MARKER - BLUE**
15. **Twenty (20) pieces of PERMANENT MARKER - BLACK**
16. **Twenty – Five (25) reams of BOND PAPER - LEGAL (SUB 20)**
17. **Twenty – Five (25) reams of BOND PAPER - A4 (SUB 20)**
18. **Fifteen (15) boxes of BINDER CLIPS SMALL (1" WIDTH)**
19. **Fifteen (15) boxes of BINDER CLIP BIG (2" WIDTH)**
20. **Twenty (20) boxes of BINDER CLIPS MEDIUM (1 - 1/4" WIDTH)**
21. **Twenty (20) boxes of PLASTIC PAPER FASTENER (1 x 50 PCS) ASSORTED COLOR**
22. **Ten (10) boxes of PAPERCLIPS (33mm) ASSORTED COLOR)**

23. Ten (10) boxes of PAPER CLIPS (50mm) ASSORTED COLOR

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 **November 14, 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.: **23-09-426**

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 **NOV 14 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. | 100 | Pieces | NOTEBOOK-80LVS-ORDINARY, SPIRAL | ₱ 4,000.00 | | |
| 2. | 100 | Pieces | PENCIL #2 | ₱ 1,000.00 | | |
| 3. | 100 | Pieces | BALLPEN COLOR BLUE | ₱ 700.00 | | |
| 4. | 3 | Pieces | STAPLER SMALL #10 | ₱ 195.00 | | |
| 5. | 3 | Pieces | STAPLER BIG # 35 | ₱ 555.00 | | |
| 6. | 12 | Boxes | STAPLE WIRE BIG #35 | ₱ 540.00 | | |
| 7. | 12 | Boxes | STAPLE WIRE SMALL #10 | ₱ 120.00 | | |
| 8. | 75 | Pieces | ENVELOPE-LONG BROWN, ORDINARY | ₱ 1,275.00 | | |
| 9. | 15 | Pieces | EXPANDED ENVELOPE BROWN | ₱ 675.00 | | |
| 10. | 70 | Pieces | PLASTIC FOLDER-LONG (ASSORTED COLOR) | ₱ 1,190.00 | | |
| 11. | 70 | Pieces | FOLDER LONG BROWN (CARTON) | ₱ 1,610.00 | | |
| 12. | 40 | Pieces | MANILA PAPER | ₱ 320.00 | | |

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 ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

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| Item No. | Qty | Unit | Item and Description | Approved Budget for the Contract (ABC) | Unit Cost | Total Cost |
|----------|-----|--------|---|--|-----------|------------|
| 13. | 3 | Pieces | SCISSORS - 8" | ₱ 240.00 | | |
| 14. | 20 | Pieces | PERMANENT MARKER - BLUE | ₱ 900.00 | | |
| 15. | 20 | Pieces | PERMANENT MARKER - BLACK | ₱ 900.00 | | |
| 16. | 25 | Reams | BOND PAPER - LEGAL (SUB 20) | ₱ 6,000.00 | | |
| 17. | 25 | Reams | BOND PAPER - A4 (SUB 20) | ₱ 5,750.00 | | |
| 18. | 15 | Boxes | BINDER CLIPS SMALL (1" WIDTH) | ₱ 525.00 | | |
| 19. | 15 | Boxes | BINDER CLIP BIG (2" WIDTH) | ₱ 1,800.00 | | |
| 20. | 20 | Boxes | BINDER CLIPS MEDIUM (1 - 1/4" WIDTH) | ₱ 900.00 | | |
| 21. | 20 | Boxes | PLASTIC PAPER FASTENER (1 x 50 PCS) ASSORTED COLOR | ₱ 900.00 | | |
| 22. | 10 | Boxes | PAPERCLIPS (33mm) ASSORTED COLOR) | ₱ 550.00 | | |
| 23. | 10 | Boxes | PAPER CLIPS (50mm) ASSORTED COLOR | ₱ 350.00 | | |
| | | | <i>Note: For the DESC D</i> | | | |

EPS Reference Number : _____

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Total: _____
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Printed Name/Signature

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