



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 Supplies and Materials for the WESMAARRDEC of the University**

Approved Budget Cost: **Php 15,790.00**

Purchase Request No.: **PR: 23-08-434**

Closing Date: **October 17, 2023 @ 9:30 AM**

Description:

1. Three (3) sets – BROTHER DCP-T720DW INK BLACK
2. Three (3) pieces – EPSON L360 INK, BLACK
3. Five (5) reams – BOND PAPER, SUBSTANCE 20, SIZE LONG (8.5" X 13")
4. Five (5) reams – BOND PAPER, SUBSTANCE 20, SIZE: A4 (8.27" X 11.69")
5. Ten (10) packs – PHOTOPAPER, A4, MATTE (10 PCS/PACK)
6. Thirty (30) pieces – EXPANDED ENVELOPES, LONG, GREEN
7. Thirty – Two (32) pieces – SPIRAL NOTEBOOKS, 80 LEAVES
8. Three (3) boxes – BALLPEN, BLUE (1 DOZ/BOX)
9. One (1) box – SIGN PEN, BLACK (LIQUID/GEL INK, 0.5MM NEEDLE TIP (1 DOZ/BOX)
10. One (1) box – SIGN PEN, BLUE (LIQUID/GEL INK, 0.5MM NEEDLE TIP (1 DOZ/BOX)
11. Three (3) boxes – PENCIL, LEAD WITH ERASER, WOOD CASED (1 DOZ/BOX) #2
12. Thirty (30) pieces – ID JACKET AND SLING, 3" X 4"
13. Two (2) reams – SPECIAL PAPERS, WHITE, SHORT, 200 GSM (FOR CERTIFICATE)
14. Two (2) boxes – WHITEBOARD MARKER, BLUE, (1 DOZ/BOX)
15. Twenty (20) pieces – FOLDER, WHITE, LONG
16. Twenty – Five (25) pieces - L-FOLDER, TRANSPARENT, SHORT
17. Twenty – Five (25) pieces - L-FOLDER, TRANSPARENT, LONG

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 **October 17, 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.: **23-09-434**

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 **OCT 17 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.	3	Sets	BROTHER DCP-T720DW INK BLACK	₱ 1,650.00		
2.	3	Pieces	EPSON L360 INK, BLACK	₱ 1,050.00		
3.	5	Reams	BONDPAPER, SUBSTANCE 20, SIZE LONG (8.5" X 13")	₱ 1,400.00		
4.	5	Reams	BOND PAPER, SUBSTANCE 20, SIZE: A4 (8.27" X 11.69")	₱ 1,350.00		
5.	10	Sacks	PHOTOPAPER, A4, MATTE (10 PCS/PACK)	₱ 1,400.00		
6.	30	Pieces	EXPANDED ENVELOPES, LONG, GREEN	₱ 600.00		
7.	32	Pieces	SPIRAL NOTEBOOKS, 80 LEAVES	₱ 1,600.00		
8.	3	Boxes	BALLPEN, BLUE (1 DOZ/BOX)	₱ 840.00		
9.	1	Box	SIGN PEN, BLACK (LIQUID/GEL INK, 0.5MM NEEDLE TIP (1 DOZ/BOX)	₱ 350.00		

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 #

Date

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
10.	1	Box	SIGN PEN, BLUE (LIQUID/GEL INK, 0.5MM NEEDLE TIP (1 DOZ/BOX)	₱ 350.00		
11.	3	Boxes	PENCIL, LEAD WITH ERASER, WOOD CASED (1 DOZ/BOX) #2	₱ 450.00		
12.	30	Pieces	ID JACKET AND SLING, 3" X 4"	₱ 1,500.00		
13.	2	Reams	SPECIAL PAPERS, WHITE, SHORT, 200 GSM (FOR CERTIFICATE)	₱ 1,600.00		
14.	2	Boxes	WHITEBOARD MARKER, BLUE, (1 DOZ/BOX)	₱ 800.00		
15.	20	Pieces	FOLDER, WHITE, LONG	₱ 300.00		
16.	25	Pieces	L-FOLDER, TRANSPARENT, SHORT	₱ 250.00		
17.	25	Pieces	L-FOLDER, TRANSPARENT, LONG	₱ 300.00		
			<i>Note: For the WESMAARRDEC</i>			

EPS Reference Number : _____
 EPS Solicitation Number : _____
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Total: _____
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Printed Name/Signature

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Date