



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 ZAMPEN Native Chicken Project of the University**

Approved Budget Cost: **Php 36,670.00**

Purchase Request No.: **PR 23-10-468**

Closing Date: **December 27, 2023 @ 10:00 AM**

Description:

1. **Three (3) boxes of BOND PAPER**
Legal Size, substance 20, gsm 70
2. **Two (2) boxes of BOND PAPER**
A4 Size, substance 20, gsm 70
3. **One (1) unit of HEAVY DUTY SCIENTIFIC CALCULATOR**
2-Line display, 240 functions, Statistical and Fraction Calculations
4. **Four (4) bottles of MULTI-PURPOSE GLUE**
240ml
5. **Ten (10) bottles of PRINTER INK for EPSON L3210**
Epson 003, Black only, 65ml
6. **One (1) piece of PAPER CUTTER BOARD**
A4 size, wood base
7. **Ten (10) bottles of PRINTER INK for BROTHER DCP-T420W**
BT-D60 Black only, 65 ml
8. **Five (5) boxes of WHITE BOARD MARKER**
Color Black, 12 in 1 box
9. **Twelve (12) pads of STICKY NOTE**
3" x 3", 100 sheets per pad
10. **Ten (10) pieces of CORRECTION TAPE**
5mm wide (8m long)
11. **Three (3) boxes of SPECIAL PAPER**
A4 size, 90 gsm, 100 sheets per ream
12. **Five (5) pieces of CORRECTION PEN**
7ml capacity, alcohol-based fluid
13. **Four (4) boxes of SIGN PEN**
0.3 tip point, color black, 12/1 box
14. **Two (2) pieces of DATER**
dye sublimation
15. **Four (4) pieces of STAMP PAD**
dye sublimation

16. Ten (10) rolls of ADHESIVE TAPE
2", transparent
17. Ten (10) bundles of PAPER BAG
#1, 53 gsm, 100pcs per bdle, 17.5x5.5x9cm, color brown
18. Four (4) rolls of PLASTIC STRAW TWINE
90 meters long
19. Twenty (20) pieces of PLATES
ceramic/glass
size 10" diameter
20. Two (2) dozens of FORK and SPOON
stainless steel, 24pcs
21. Three (3) sets of DRINKING GLASS
narrow and slim, 6pcs/set
22. Thirty – Five (35) pieces of EXPANDABLE FOLDER
long size, green color
23. Fifteen (15) rolls of MASKING TAPE
2.5x10x10cm, 60g
24. Ten (10) boxes of PENCIL
#2, 12pcs/box
25. Two (2) sets of MUG
ceramic/glass, 6pcs/set
26. One (1) piece of FLASH LIGHT
long size, heavy duty, rechargeable
27. Two (2) pieces of TAPE DISPENSER – Large
28. Ten (10) rolls of DOUBLE-SIDED TAPE – 1"

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 **December 27, 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.: PR-23-10-468

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 DEC 27 2023 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
BAC Chair 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 Contract (ABC)	Unit Cost	Total Cost
1.	3	Boxes	Bond Paper Legal size, substance 20, gsm 70	₱ 4,740.00		
2.	2	Boxes	Bond Paper A4 Size, substance 20, gsm 70	₱ 3,160.00		
3.	1	Unit	Heavy Duty Scientific Calculator 2-Line display, 240 functions, Statistical and Fraction Calculations	₱ 1,280.00		
4.	4	Bottles	Multi-Purpose Glue 240ml	₱ 560.00		
5.	10	Bottles	Printer Ink for EPSON L3210 Epson 003, Black only, 65ml	₱ 3,000.00		
6.	1	Piece	Paper Cutter Board A4 size, wood base	₱ 980.00		
7.	10	Bottles	Printer Ink for Brother DCP-T420W BT-D60 Black Only, 65ml	₱ 3,000.00		
8.	5	Boxes	White Board Marker Color Black, 12 in 1 box	₱ 2,250.00		
9.	12	Pads	Sticky Note 3" x 3", 100 sheets per pad	₱ 780.00		
10.	10	Pieces	Correction Tape 5mm wide (8m long)	₱ 700.00		
11.	3	Boxes	Special Paper A4 size, 90 gsm, 100 sheets per ream	₱ 1,110.00		
12.	5	Pieces	Correction Pen 7ml capacity, alcohol-based fluid	₱ 450.00		
13.	4	Boxes	Sign Pen 0.3 tip point, color black, 12/1 box	₱ 1,200.00		
14.	2	Pieces	Dater Dye sublimation	₱ 400.00		
15.	4	Pieces	Stamp Pad Dye Sublimation	₱ 260.00		
			<i>Note: For the Zampen Native Chicken Project of the University.</i>			

PAGE 1 of 2

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

Total: _____

Brand & Model : _____

Delivery Period : _____

Warranty : _____

Price Validity : _____

PhilGEPS Registration No.: _____

Certificate Reference No.: _____

Printed Name/Signature

REYNANTE ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA/ DANNI L. VILLAREAL

Canvasser

Tel .No./Cellphone #

Date

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
16.	10	Rolls	Adhesive Tape 2", Transparent	₱ 500.00		
17.	10	Bundles	Paper Bag #1, 53 gsm, 100 pcs per bundle, 17.5 x 5.5 x 9cm, color brown	₱ 3,000.00		
18.	4	Rolls	Plastic Straw Twine 90 meters long	₱ 600.00		
19.	20	Pieces	Plates Ceramic/glass Size 10" diameter	₱ 1,000.00		
20.	2	Dozens	Fork and Spoon Stainless steel, 24pcs	₱ 400.00		
21.	3	Sets	Drinking Glass Narrow and Slim, 6pcs/set	₱ 900.00		
22.	35	Pieces	Expandable Folder Long size, green color	₱ 1,400.00		
23.	15	Rolls	Masking Tape 2.5 x 10 x 10cm, 60g	₱ 900.00		
24.	10	Boxes	Pencil #2, 12pcs/box	₱ 1,500.00		
25.	2	Sets	Mug Ceramic/glass, 6pcs/set	₱ 500.00		
26.	1	Piece	Flash Light Long size, heavy duty, rechargeable	₱ 1,300.00		
27.	2	Pieces	Tape Dispenser Large	₱ 300.00		
28.	10	Rolls	Double Sided Tape 1"	₱ 500.00		
<i>Note: For the Zampen Native Chicken Project of the University.</i>						

PAGE 2 of 2

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Total: _____
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Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date