



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 College of Social Work Community Development of the University**

Approved Budget Cost: **Php 14,150.00**

Purchase Request No.: **PR 23-10-483**

Closing Date: **December 13, 2023 @ 10:00 AM**

Description:

1. **Twelve (12) reams of BOND PAPER, A4 size, 70gsm, substance 20**
2. **Seventeen (17) packs of SPECIAL PAPER, A4 size, 90gsm substance 20**
3. **Ten (10) pieces of CERTIFICATE FRAME, A4 size**
4. **Two (2) sets of EPSON PRINTER INK, for EpsonL3210, all colors**
5. **Twenty (20) pieces of WHITE BOARD MARKER, blue and black color**
6. **Seventy (70) pieces of SIGN PEN, 0.5mm point, ballpoint type, blue and black color**
7. **Fifty (50) pieces of MARKER, Broad tip, color (blue, black, green & red)**
8. **Fifty (50) pieces of NOTEBOOK, 25 leaves**
9. **One Hundred (100) pack of MANILA PAPER**
10. **One Hundred (100) pieces of CARTOLINA, 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 **December 13, 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-23-10-483

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 13 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.	12	Reams	Bond Paper A4 size, 70 gsm, substance 20	₱ 3,600.00		
2.	17	Packs	Special Paper A4 size, 90gsm, substance 20	₱ 850.00		
3.	10	Pieces	Certificate Frame A4 size	₱ 900.00		
4.	2	Sets	EPSON Printer Ink For EPSONL3210, all colors	₱ 1,700.00		
5.	20	Pieces	White Board Marker Blue and black color	₱ 600.00		
6.	70	Pieces	Sign Pen 0.5mm point, ballpoint type, blue and black color	₱ 1,400.00		
7.	50	Pieces	Marker Broad tip, color (blue, blak, green & red)	₱ 1,500.00		
8.	50	Pieces	Notebook 25 leaves	₱ 600.00		
9.	100	Packs	Manila Paper	₱ 1,500.00		
10.	100	Pieces	Cartolina Assorted Color	₱ 1,500.00		
<i>Note: For the College of Social Work Community Development of the University.</i>						

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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

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

Canvasser

Tel .No./Cellphone #

Date