



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 RDEC of the University**

Approved Budget Cost: **Php 49,400.00**

Purchase Request No.: **PR 23-10-506**

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

Description:

1. **Fifty – Two (52) reams of BOND PAPER**  
legal size, subs. 20, 70 gsm, 500 sheets/ream
2. **Seventy (70) reams of BOND PAPER,**  
A4 size, subs. 20, 70 gsm, 500 sheets/ream
3. **Three (3) boxes of SIGN PEN**  
0.7mm tip, gel type, black, 12pcs/box
4. **Three (3) boxes of SIGN PEN**  
0.7 mm tip, gel type, blue, 12 pcs/box
5. **Five (5) pieces of SIGN PEN, 0.7mm tip, gel type, black**
6. **Ten (10) pieces of PLASTIC ENVELOP, long size, transparent**
7. **Forty (40) pieces of WHITE FOLDER, long size (23x37.5cm)**
8. **Twenty – Five (25) pieces of MOROCCO FOLDER, A4 size(8"x12"), color red**
9. **Six (6) boxes of PENCIL, #2, medium size, 12pcs/box**
10. **Two (2) pieces of DOUBLE PENCIL SHARPENER**  
2 holes, medium and large size
11. **Two (2) pieces of CORRECTION TAPE, 8 meters tape length**
12. **Two (2) sets of PRINTER INK**  
for Epson L3210, #003 (Cyan, Magenta, Black and Yellow)
13. **One (1) bottle of PRINTER INK**  
for Epson L3210, #003 (black only)
14. **Three (3) sets of PRINTER INK**  
for Epson L6270, #504 (Cyan, Magenta, Black and Yellow)
15. **Ten (10) pieces of SPECIAL PAPER, A4 size, 200 gsm**
16. **Ten (10) pieces of PERMANENT MARKER, black, chisel tip**
17. **Ten (10) pieces of HIGHLIGHTER, assorted color, chisel tip, 1-5mm**
18. **Three (3) pieces of STICKY NOTES, size: 3x3 inches**
19. **Two (2) pieces of RECORD BOOK, size: 5x9 cm (300 sheets)**

**20. Four (4) pads of WRITING PAD, size: 5x8 inches, 50 sheets**

**21. Ten (10) pieces of MANILA PAPER**

**22. Three (3) pieces of EXTENSION WIRE, 5 meters long, 4 gang/socket**

**23. Four (4) rolls of MASKING TAPE, width: 2 inches**

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, 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.: PR-23-10-506

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.	52	Reams	<b>Bond Paper</b> Legal size, subs. 20, 70 gsm, 500 sheets/ream	P 15,600.00		
2.	70	Reams	<b>Bond Paper</b> A4 size, subs. 20, 70 gsm, 500 sheets/ream	P 19,600.00		
3.	3	Boxes	<b>Sign Pen</b> 0.7mm tip, gel type, black, 12pcs/box	P 750.00		
4.	3	Boxes	<b>Sign Pen</b> 0.7mm tip, gel type, blue, 12 pcs/box	P 750.00		
5.	5	Pieces	<b>Sign Pen</b> 0.7mm tip, gel type, black	P 125.00		
6.	10	Pieces	<b>Plastic Envelope</b> Long size, transparent	P 300.00		
7.	40	Pieces	<b>White Folder</b> Long size (23 x 37.5cm)	P 600.00		
8.	25	Pieces	<b>Morocco Folder</b> A4 size (8" x 12"), color red	P 375.00		
9.	6	Boxes	<b>Pencil</b> #2, medium size, 12pcs/box	P 360.00		
10.	2	Pieces	<b>Double Pencil Sharpener</b> 2 holes, medium and large size	P 40.00		
11.	2	Pieces	<b>Correction Tape</b> 8 meters tape length	P 90.00		
<i>Note: For the RDEC 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.:** \_\_\_\_\_

DANNI L. VILLAREAL/ REYNANTE 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 Contract (ABC)	Unit Cost	Total Cost
12.	2	Sets	<b>Printer Ink</b> For EPSON L3210, #003 (Cyan, Magenta, Black and Yellow)	₱ 2,800.00		
13.	1	Bottles	<b>Printer Ink</b> For EPSON L3210, #003 (black only)	₱ 350.00		
14.	3	Sets	<b>Printer Ink</b> For EPSON L6270, #504 (Cyan, Magenta, Black and Yellow)	₱ 4,500.00		
15.	10	Pieces	<b>Special Paper</b> A4 size, 200 gsm	₱ 300.00		
16.	10	Pieces	<b>Permanent Marker</b> Black, chisel tip	₱ 300.00		
17.	10	Pieces	<b>Highlighter</b> Assorted color, chisel tip, 1-5mm	₱ 500.00		
18.	3	Pieces	<b>Sticky Notes</b> Size: 3 x 3 inches	₱ 180.00		
19.	2	Pieces	<b>Record Book</b> Size: 5 x 9 cm (300 sheets)	₱ 200.00		
20.	4	Pads	<b>Writing Pad</b> Size: 5 x 8 inches, 50 sheets	₱ 480.00		
21.	10	Pieces	<b>Manila Paper</b>	₱ 100.00		
22.	3	Pieces	<b>Extension Wire</b> 5 meters long, 4 gang/socket	₱ 900.00		
23.	4	Rolls	<b>Masking Tape</b> Width 2 inches	₱ 200.00		
<i>Note: For the RDEC of the University.</i>						

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Canvasser

\_\_\_\_\_  
Printed Name/Signature

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Tel .No./Cellphone #

\_\_\_\_\_  
Date