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 Guidance and Counseling Center of the University

Approved Budget Cost: **Php 106,546.00** Purchase Request No.: **PR 23-10-525**

Closing Date: December 12, 2023 @ 9:30 AM

Description:

- 1. Ten (10) boxes of STAPLE WIRE, #10
- 2. Ten (10) boxes of STAPLE WIRE, #35, Heavy Duty
- 3. Eight (8) boxes of PAPER CLIP, 33mm, vinyl coated
- 4. Eight (8) boxes of PAPER CLIP, 50mm, vinyl coated
- 5. Ten (10) pieces of WHITE BOARD PEN
 Fine point, color red, black and blue
- 6. Three (3) boxes of SPECIAL PAPER
 - -long size
 - -assorted color
 - -gsm 85
 - -500 sheets/box
- 7. Ten (10) rolls of DOUBLE-SIDED TAPE 1"
- 8. Ten (10) rolls of DOUBLE-SIDED TAPE 2"
- 9. Two (2) unit of GLUE GUN, Small size
- 10. Ten (10) pieces of GLUE STICK, Small size
- 11. Ten (10) pieces of WHITE BOARD PEN broad point, color red, blue and black
- 12. Twenty (20) pieces of CERTIFICATE JACKET, Plastic transparent
- 13. Five (5) rolls of SCOTCH TAPE, 1/2 inch
- 14. One (1) box of MAILING ENVELOP with WMSU LOGO
- 15. Ten (10) reams of VELLUM PAPER color white, 160 gsm, legal size, 500sheets/ream
- 16. Twenty (20) packs of PHOTOPAPER
 A4 size, plain white, glossy, 20 pcs/pack
- 17. Ten (10) packs of PHOTO STICKER PAPER, A4 size, plain white, glossy
- 18. Fifty (50) pieces of EXPANDABLE ENVELOP, Long size, garterized
- 19. Fifteen (15) pieces of STAND FILE BOX, long size, color blue
- 20. One Hundred (100) pieces of BROWN ENVELOPE, long size

- 21. Thirty (30) pieces of SIGN PEN, gel type, 0.5mm tip, black
- 22. Thirty (30) pieces of SIGN PEN, gel type, 0.5mm tip, blue
- 23. Eight (8) gallons of ALCOHOL, Isopropyl, 70% solution
- 24. Fifty (50) reams of BOND PAPER, legal size, subs. 20, 70 gsm
- 25. Forty (40) reams of BOND PAPER, short size, subs. 20, 70 gsm
- 26. Forty (40) reams of BOND PAPER, A4 size, subs. 20, 70 gsm
- 27. Five (5) reams of BOOK PAPER, A4 size, subs. 20, 70 gsm
- 28. Eight (8) reams of CONSTRUCTION PAPER, letter size, assorted color
- 29. One (1) piece of CORK BOARD

Specification:

- -wall mounted
- -aluminum frame
- -size: 3 X 6 feet
- 30. Eight (8) bottles of DISHWASHING LIQUID, with Anti-bac, 250 ml
- 31. Two (2) gallon of TOILET BOWL CLEANER, 900ml-1,000ml capacity
- 32. Five (5) can of SCOURING CLEANSER POWDER, 350g/can
- 33. Five (5) packs of ALL PURPOSE DETERGENT POWDER, 1kg
- 34. Three (3) pieces of DUSTPAN non-rigid plastic, with detachable handle
- 35. Three (3) pieces of MOP HANDLE, aluminum type
- 36. Five (5) pieces of MOP HEAD made of rayon, 400grams in weight
- 37. Eight (8) packs of PLASTIC TRASH BAG gusseted type, transparent, large size, 10pcs/pack
- 38. Four (4) pieces of DOORMAT, cotton type
- 39. Three (3) pieces of TOILET PUMP, wooden handle
- 40. Three (3) pieces of TOILET BRUSH, wooden handle
- 41. Three (3) gallons of MURIATIC ACID
- 42. Six (6) pieces of FLOWERPOT, large size
- 43. Five (5) pieces of SOFT BROOM

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 <u>December 12, 2023</u> 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

| . ;2 | | | western windanao State Univ | ersity | | | |
|----------------|----------------------------|---|---|----------|--|---|----------------|
| | | | · | | | Quotation No.: | |
| | | | | | | PR No.: 23-10- | 525 |
| ortest 9:30 | time of o | delivery and | owest price on the item/s listed below, subject to the submit your quotation duly signed by your represent velope attached herewith. Any quotation submitted | tative r | ot later than | / DEC 1 | 2 2023 |
| OTE: | 20 | ALL ENTRIES | S MILOT DE TYDEWDITTEN | | | TO D. MADRO Chairperson for 0 | |
| | 1 2 3 4 5 6 | DELIVERY PI WARRANTY DATE OF AC PRICE VALID G-EPS REGIS | S MUST BE TYPEWRITTEN ERIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT (SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES CEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY ITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPO STRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMIS ALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION | AND MA | ATERIALS. ONE IPT OF THE OU F THE QUOTAT | E (1) YEAR FOR EQU IRCHASE ORDER FION | IPMENT, FROM |
| Item No. | Qty | Unit | Item and Description | | roved Budget the Contract (ABC) | Unit Cost | Total Cos |
| 1. | 10 | Boxes | STAPLE WIRE #10 | ₽ | 780.00 | | |
| 2. | 10 | Boxes | STAPLE WIRE #35, Heavy Duty | ₽ | 720.00 | | |
| 3. | 8 | Boxes | PAPER CLIP 33mm, vinyl coated | ₽ | 2,016.00 | | |
| 4. | 8 | Boxes | PAPER CLIP 50mm, vinyl coated | ₽ | 2,112.00 | | |
| 5. | 10 | Pieces | WHITE BOARD PEN Fine point, color red, black and blue | ₽ | 600.00 | | |
| 6. | 3 | Boxes | SPECIAL PAPER -long size -assorted color -gsm 85 -500 sheets/box | P | 1,620.00 | | |
| 7. | 10 | Rolls | DOUBLE-SIDED TAPE 1" | P | 660.00 | | |
| 8. | 10 | Rolls | DOUBLE-SIDED TAPE 2" | ₽ | 700.00 | | |
| 9. | 2 | Units | GLUE GUN Small size | ₽ | 480.00 | | |
| 10. | 10 | Pieces | GLUE STICK Small size | ₽ | 120.00 | | |
| | | Specification (Control | PAGE 1 Of 4 | | | Total: Brand & Model | |
| | ference No | s 30 | INGLIVIT | | | Delivery Period Warranty | |
| | icitation N sing Date | - | | | | Price Validity | |
| -3 010 | | | read and accepted your General Conditions, the foregoing | are ou | price quotation | on for the items abo | ove indicated. |
| | | , | | | | | |
| | | PhilGEPS Certificate | | | | | |
| | | | Cer | tificat | e Referenc | e No.: | |
| | REYNA | NTE ESPIRIT | USANTO / JORGE CONCEPCION / RALPH JUDE LLAC | CUÑA | | Printed Name/Sign | nature |
| | | | Canvasser | | * | Tel .No./Cellphone | e # |
| | | | | | - | Date | |

REQUEST FOR QUOTATION Western Mindanao State University

| | | | | | | Quotation No.: | | |
|---------------------------|-----------|---------------------|--|-----------------|--------------------------------|--------------------------------|--------------------|--|
| | | | | | | PR No.: 23-10 | -525 | |
| | Please | quote your l | lowest price on the item/s listed below, subject to the | Gen | eral Condition | ns on the page, st | ating the | |
| hortest | | | submit your quotation duly signed by your represen | | | DEC 4 C | A 1000 A | |
| at 9:30 | A.M. in | the return er | nvelope attached herewith. Any quotation submitted | beyor | nd this date w | | | |
| | | | | | | 9 | | |
| OTE: | | JOSELITO D. MADROÑA | | | | | | |
| OIL. | 1 | | S MUST BE TYPEWRITTEN | | | Chairperson for | 30003 | |
| | 2 | WARRANTY | ERIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT (SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES | OF THE AND N | PURCHASE OF MATERIALS. ON | RDER. E (1) YEAR FOR EQU | IPMENT, FROM | |
| | 4 | | CCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY DITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPO | N REC | EIPT OF THE O | URCHASE ORDER | | |
| | 5 6 | | STRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMIS HALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION | | | | | |
| Item | 11. | | | | proved Budget | | | |
| No. | Qty | Unit | Item and Description | fo | r the Contract (ABC) | Unit Cost | Total Cos | |
| 11. | 10 | Pieces | WHITE BOARD PEN | ₱ | 420.00 | | | |
| | | | broad point, color red, blue and black | | | | | |
| 12. | 20 | Pieces | CERTIFICATE JACKET | ₽ | 960.00 | | | |
| | | l | Plastic transparent | | | - | | |
| 13. | 5 | Rolls | SCOTCH TAPE | ₽ | 150.00 | | | |
| 1.4 | 1 | Dov | 1/2 inch MAILING ENVELOP with WMSU LOGO | ₽ | 720.00 | | - | |
| 14. | 1 | Box | WAILING ENVELOP WITH WIVISO LOGO | r | 720.00 | | | |
| 15. | 10 | Reams | VELLUM PAPER | ₽ | 17,000.00 | | | |
| | | | color white, 160 gsm, legal size, 500sheets/ | eets/ream | | | | |
| 16. | 20 | Packs | PHOTOPAPER | ₽ | 2,000.00 | | Swarania II w Char | |
| | | | A4 size, plain white, glossy, 20 pcs/pack | | | | | |
| 17. | 10 | Packs | PHOTO STICKER PAPER | ₽ | 1,500.00 | | | |
| | | | A4 size, plain white, glossy | | S-20 = per Selection (spc) AS | | | |
| 18. | 50 | Pieces | EXPANDABLE ENVELOP | ₽ | 1,000.00 | | | |
| | | | Long size, garterized | B | 2 222 22 | | | |
| 19. | 15 | Pieces | STAND FILE BOX | ₱ | 3,000.00 | | | |
| 20 | 100 | D' | long size, color blue | ₽ | 700.00 | | | |
| 20. | 100 | Pieces | BROWN ENVELOP | 1 | 700.00 | | | |
| 21. | 30 | Pieces | long size SIGN PEN | ₽ | 1,200.00 | | | |
| 21. | 30 | Fieces | gel type, 0.5mm tip, black | | 1,200.00 | | | |
| 22. | 30 | Pieces | SIGN PEN | ₽ | 1,200.00 | | | |
| | 30 | 110003 | gel type, 0.5mm tip, blue | | , | | | |
| | | | | | | Total: | | |
| PS Reference Number : | | | PAGE 2 0f 4 | | | Brand & Model Delivery Period | - | |
| PS Solicitation Number :_ | | | | | | Warranty | | |
| PS Clos | sing Date | | | | | Price Validity | <u> </u> | |
| | | | read and accepted your General Conditions, the foregoing | are oi | ır price guotati | on for the items abo | ve indicated | |
| | Alterna | ving carcially | read and accepted your centeral conditions, the longsing | | n price quotati | | | |
| | | | Phil | GEPS | Certificate | No.: | | |
| | | | The state of the s | | | e No.: | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | - | Printed Name/Sign | nature | |
| | REYNA | NTE ESPIRIT | USANTO / JORGE CONCEPCION / RALPH JUDE LLAC | <u>UÑA</u> | | | | |
| | | | Canvasser | | 8 | Tel .No./Cellphone | # | |
| | | | | | | | | |
| | | | | | | Date | | |

REQUEST FOR QUOTATION Western Mindanao State University

| | | | · · | | (| Quotation No.: _ | |
|--|------------------|----------------|---|-------------|--|--|---------------------|
| | | | | | F | PR No.: 23-10- | <u>525</u> |
| | Please | quote your l | owest price on the item/s listed below, subject to the | Gen | eral Conditions | BEST BEST (1997년 1997년 1일 1997년 1997년 1997년 1997년 1 | Service Contraction |
| | | | submit your quotation duly signed by your represen | | | | |
| t <u>9:30</u> | <u>A.M.</u> in t | he return er | velope attached herewith. Any quotation submitted | beyor | nd this date wil | I not be consider | ed. |
| | | | | | | . V | |
| OTE: | | | | | JOSELIT BAC (| OD. MADRON | NAL, DPA GOODS |
| OIL. | 1 | | MUST BE TYPEWRITTEN | ~==::= | | | ,0000 |
| | 2 | WARRANTY | ERIOD WITHIN <u>10</u> CALENDAR DAYS FROM THE RECEIPT (SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES | AND | MATERIALS. ONE | (1) YEAR FOR EQUI | PMENT, FROM |
| | 4 | PRICE VALID | CEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY DITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPO | | | | |
| | 5 6 | | STRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMIS IALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATI | | | | |
| Item No. | Qty | Unit | Item and Description | | proved Budget r the Contract (ABC) | Unit Cost | Total Cost |
| 23. | 8 | Gallons | ALCOHOL | ₽ | 5,760.00 | | |
| | | | Isopropyl, 70% solution | | ×. | | |
| 24. | 50 | Reams | BOND PAPER | ₱ | 15,000.00 | | |
| | | | legal size, subs. 20, 70 gsm | | | | |
| 25. | 40 | Reams | BOND PAPER | ₽ | 9,600.00 | | |
| 25 | | | short size, subs. 20, 70 gsm | Ð | 10 000 00 | | |
| 26. | 40 | Reams | BOND PAPER | ₽ | 10,080.00 | | |
| 27. | | | A4 size, subs. 20, 70 gsm | ₽ | 1,680.00 | | |
| 21. | 5 | Reams | BOOK PAPER | 1 | 1,080.00 | | |
| 28. | | _ | A4 size, subs. 20, 70 gsm CONSTRUCTION PAPER | ₽ | 2,016.00 | | |
| 20. | 8 | Reams | letter size, assorted color | | 2,010.00 | | |
| 29. | | | CORK BOARD | ₽ | 4,800.00 | | |
| | | | Specification: | | | | |
| | | | -wall mounted | | | | |
| | 1 | Piece | -aluminum frame | | | | |
| | | ,,,,,, | -size: 3 X 6 feet | | | | |
| 30. | 8 | Bottles | DISHWASHING LIQUID | ₽ | 960.00 | | |
| | - | | with Anti-bac, 250 ml | | | | <u> </u> |
| 31. | 2 | Gallons | TOILET BOWL CLEANER | ₽ | 1,200.00 | | |
| | | | 900ml-1,000ml capacity | - B | 750.00 | | |
| 32. | 5 | Cans | SCOURING CLEANSER POWDER | ₽ | 750.00 | | |
| | | | 350g/can | | | | |
| PS Ref | ference Nu | ımber : | PAGE 3 0f 4 | | | Total: Brand & Model | <u>;</u> |
| | icitation N | NA 1000000 HT | | | | Delivery Period Warranty | <u>:</u> |
| | | umber | | | | Price Validity | |
| PS Clo | sing Date | 1_ | | | | | |
| | After ha | ving carefully | read and accepted your General Conditions, the foregoing | are o | ur price quotation | n for the items abo | ve indicated. |
| | | | DI. | CED | . C | N | 3 |
| | | | | | | No.: | |
| | | | Cer | tifica | te Reference | No.: | |
| | | | | | | | |
| | | | | | 2 | Drinted New - 101 | atura . |
| Printed Name/Sign REYNANTE ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA | | | | | ature | | |
| | | | Canvasser | | | Tel .No./Cellphone | # |
| | | | | | | rei .ivo./Gelipilolle | |
| | | | | | *** | Date | |

REQUEST FOR QUOTATION Western Mindanao State University

| | | | | | | Quotation No.: | | | | |
|------------------------|-------------|--------------------------------------|--|------------|---------------------------------------|-----------------------------|--|--|--|--|
| | | | PR No.: 23-10-525 | | | | | | | |
| | Please | quote your l | owest price on the item/s listed below, subject to the | Gene | ral Conditions | s on the page, sta | ting the | | | |
| | | | submit your quotation duly signed by your represent velope attached herewith. Any quotation submitted by | | | | | | | |
| OTE: | | | | | | | | | | |
| | 1 2 3 | DELIVERY P WARRANTY DATE OF AC | S MUST BE TYPEWRITTEN ERIOD WITHIN <u>10</u> CALENDAR DAYS FROM THE RECEIPT C SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES CEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY STALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON | AND M | ATERIALS. ONE | (1) YEAR FOR EQUI | PMENT, FROM | | | |
| | 5 6 | G-EPS REGIS | STRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMIS ALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION | SION C | F THE QUOTAT | ION | | | | |
| Item No. | Qty | Unit | Item and Description | | roved Budget the Contract (ABC) | Unit Cost | Total Cos | | | |
| 33. | 5 | Packs | ALL PURPOSE DETERGENT POWDER 1kg | ₽ | 1,800.00 | | | | | |
| 34. | 3 | Pieces | DUSTPAN non-rigid plastic, with detachable handle | ₽ | 540.00 | | | | | |
| 35. | 3 | Pieces | MOP HANDLE aluminum type | ₽ | 2,160.00 | | | | | |
| 36. | 5 | Pieces | MOP HEAD made of rayon, 400grams in weight | ₽ | 600.00 | | | | | |
| 37. | 8 | Packs | PLASTIC TRASH BAG gusseted type, transparent, large size, 10pc | ₽ s/pac | 4,800.00 | | | | | |
| 38. | 4 | Pieces | DOORMAT cotton type | ₽ | 720.00 | | | | | |
| 39. | 3 | Pieces | TOILET PUMP wooden handle | ₽ | 756.00 | | | | | |
| 40. | 3 | Pieces | TOILET BRUSH wooden handle | ₽ | 756.00 | | | | | |
| 41. | 3 | Gallons | MURIATIC ACID | ₽ | 1,080.00 | | | | | |
| 42. | 6 | Pieces | FLOWER POT large size | ₽ | 1,080.00 | | | | | |
| 43. | 5 | Pieces | SOFT BROOM | ₽ | 750.00 | | | | | |
| | | | Note: For the Guidance and Counseling Center | | | | | | | |
| S Ref | ference Nu | ımber : | PAGE 4 Of 4 | 1 | - | Total: Brand & Model | <u> </u> | | | |
| PS Solicitation Number | | | | | | Delivery Period Warranty | <u></u> | | | |
| | sing Date | - | | | j | Price Validity | <u>. </u> | | | |
| 0 010 | | | read and accepted your General Conditions, the foregoing | are ou | r price quotatio | n for the items abov | ve indicated. | | | |
| | | | Phil | GEPS | Certificate | No.: | | | | |
| | | | 200000 | | | e No.: | | | | |
| | | | | | | Printed Name/Signa | ature | | | |
| | REYNA | NTE ESPIRIT | Canvasser | <u>UÑA</u> | | Tel .No./Cellphone | | | | |
| | | | | | | Date | | | | |
| | | | | | | Date | | | | |