



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 **December 12, 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.: **23-10-525**

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 12 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.	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	₱ 1,620.00		
7.	10	Rolls	DOUBLE-SIDED TAPE 1"	₱ 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		

EPS Reference Number : _____

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Total: _____
Brand & Model : _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

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.

PhilGEPs Certificate No.: _____

Certificate Reference No.: _____

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 the Contract (ABC)	Unit Cost	Total Cost
11.	10	Pieces	WHITE BOARD PEN broad point, color red, blue and black	₱ 420.00		
12.	20	Pieces	CERTIFICATE JACKET Plastic transparent	₱ 960.00		
13.	5	Rolls	SCOTCH TAPE 1/2 inch	₱ 150.00		
14.	1	Box	MAILING ENVELOP with WMSU LOGO	₱ 720.00		
15.	10	Reams	VELLUM PAPER color white, 160 gsm, legal size, 500sheets/ream	₱ 17,000.00		
16.	20	Packs	PHOTOPAPER A4 size, plain white, glossy, 20 pcs/pack	₱ 2,000.00		
17.	10	Packs	PHOTO STICKER PAPER A4 size, plain white, glossy	₱ 1,500.00		
18.	50	Pieces	EXPANDABLE ENVELOP Long size, garterized	₱ 1,000.00		
19.	15	Pieces	STAND FILE BOX long size, color blue	₱ 3,000.00		
20.	100	Pieces	BROWN ENVELOP long size	₱ 700.00		
21.	30	Pieces	SIGN PEN gel type, 0.5mm tip, black	₱ 1,200.00		
22.	30	Pieces	SIGN PEN gel type, 0.5mm tip, blue	₱ 1,200.00		

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BAC Chairperson for GOODS

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
23.	8	Gallons	ALCOHOL Isopropyl, 70% solution	₱ 5,760.00		
24.	50	Reams	BOND PAPER legal size, subs. 20, 70 gsm	₱ 15,000.00		
25.	40	Reams	BOND PAPER short size, subs. 20, 70 gsm	₱ 9,600.00		
26.	40	Reams	BOND PAPER A4 size, subs. 20, 70 gsm	₱ 10,080.00		
27.	5	Reams	BOOK PAPER A4 size, subs. 20, 70 gsm	₱ 1,680.00		
28.	8	Reams	CONSTRUCTION PAPER letter size, assorted color	₱ 2,016.00		
29.	1	Piece	CORK BOARD Specification: -wall mounted -aluminum frame -size: 3 X 6 feet	₱ 4,800.00		
30.	8	Bottles	DISHWASHING LIQUID with Anti-bac, 250 ml	₱ 960.00		
31.	2	Gallons	TOILET BOWL CLEANER 900ml-1,000ml capacity	₱ 1,200.00		
32.	5	Cans	SCOURING CLEANSER POWDER 350g/can	₱ 750.00		

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
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, 10pcs/pack	₱ 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		
			<i>Note: For the Guidance and Counseling Center</i>			

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