



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 Agriculture (Feed Fermentation Project) of the University**

Approved Budget Cost: **Php 26,840.00**

Purchase Request No.: **PR 23-11-575**

Closing Date: **December 20, 2023 @ 10:00 AM**

Description:

1. **Two (2) boxes of BOND PAPER**
Legal size, subs 20, 70 gsm, 5 reams/box
2. **Two (2) boxes of BOND PAPER**
A4 size, subs 20, 70 gsm, 5 reams/box
3. **Ten (10) pieces of PLASTIC EXPANDING FOLDER**
Accordion file, 13 pockets with handle
4. **Five (5) pieces of FILING BOX**
Long, Dimension (HxWxL): 9 ½"x5"x16"
5. **Two (2) boxes of BALLPEN**
Black, 12 pcs/box
6. **Eight (8) pieces of RECORD BOOK**
8.5x11", 500 pages
7. **Six (6) rolls of CLEAR PACKING TAPE**
100-200 meter long, 2"
8. **Ten (10) rolls of PAPER TAPE – 2" size**
9. **Eight (8) boxes of SIGN PEN**
Gel type, 0.5mm tip, 12 pcs/box
10. **One (1) set of PRINTER INK**
Brother DCP-T700 (Black, Magenta, Cyan, Yellow)
11. **Fourteen (14) bottles of PRINTER INK**
Brother DCP-T700 (Black only)
12. **Twenty (20) pieces of EXPANDING ENVELOP**
Legal size with garter
13. **Twenty (20) pieces of BROWN ENVELOP – Long size**
14. **Five (5) boxes of WHITEBOARD MARKER**
Black and Blue, Chisel or Fine point
Black - 3 boxes
Blue - 2 Boxes
15. **Two (2) pieces of STAPLER**
HD-50R, with staple wire remover

16. Two (2) boxes of PAPER CLIP
Jumbo size (50mm), vinyl coated

17. Thirty – Five (35) pieces of FF-L FILE FOLDER – 14pts Legal size

18. Two (2) pieces of BUSINESS CALCULATOR
8 Digit display, 2 way power

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 20, 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-23-11-575

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 20 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.	2	Boxes	Bond Paper Legal size, subs. 20, 70 gsm, 5 reams/box	₱ 3,160.00		
2.	2	Boxes	Bond Paper A4 size, subs. 20, 70 gsm, 5 reams/box	₱ 3,160.00		
3.	10	Pieces	Plastic Expanding Folder Accordion File, 13 pockets with handle	₱ 2,535.00		
4.	5	Pieces	Filing Box Long, dimension (HxWxL): 9 ½" x 5" x 16"	₱ 2,250.00		
5.	2	Boxes	Ballpen Black, 12 pcs/box	₱ 342.00		
6.	8	Pieces	Record Book 8.5" x 11", 500 pages	₱ 1,440.00		
7.	6	Rolls	Clear Packing Tape 100-200 meter long, 2"	₱ 513.00		
8.	10	Rolls	Paper Tape 2" size	₱ 800.00		
9.	8	Boxes	Sign Pen Gel type, 0.5mm tip, 12 pcs/box	₱ 800.00		
10.	1	Set	Printer Ink Brother DCP-T700 (Black, Magenta, Cyan, Yellow)	₱ 1,200.00		
11.	14	Bottles	Printer Ink Brother DCP-T700 (Black only)	₱ 4,480.00		
12.	20	Pieces	Expanding Envelop Legal size with garter	₱ 700.00		
13.	20	Pieces	Brown Envelop Long size	₱ 600.00		
14.	5	Boxes	Whiteboard Marker Black and blue, chisel or fine point Black – 3 boxes Blue – 2 boxes	₱ 3,000.00		
15.	2	Pieces	Stapler HD – 50R, with staple wire remover	₱ 300.00		
<i>Note: For the Feed Fermentation Project 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

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
16.	2	Boxes	Paper Clip Jumbo size (50mm), vinyl coated	₱ 160.00		
17.	35	Pieces	FF-L File Folder 14pts Legal Size	₱ 700.00		
18.	2	Pieces	Business Calculator 8 digit display, 2 way power	₱ 700.00		
<i>Note: For the Feed Fermentation Project of the University.</i>						

PAGE 2 of 2

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

Total: _____
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Printed Name/Signature

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Date