



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 Extension / College of Engineering of the University**

Approved Budget Cost: **Php 20,822.00**

Purchase Request No.: **PR 23-11-589**

Closing Date: **December 27, 2023 @ 9:30 AM**

Description:

1. Two (2) bottles of **PRINTER INK** – Epson printer, #664, black only
2. Twenty (20) pieces of **BINDER CLIP** – (51mm/41mm/32mm)
3. One (1) box of **PUSH PINS**
4. One (1) piece of **STAPLER WITH STAPLE WIRE REMOVER #35**
5. One (1) box of **STAPLE WIRE #35**
6. One (1) piece of **PAPER CUTTER KNIFE**
7. One (1) piece of **SCISSOR**
multi-purpose scissor, 8" long, stainless steel blades
Heavy duty, soft grip handle
8. Five (5) rolls of **MASKING TAPE 3"**
9. Five (5) rolls of **CLEAR PACKING TAPE 3"**
10. Ten (10) pieces of **CORRECTION TAPE 8 meters**
11. Ten (10) pieces of **PAPER EXPANDABLE FOLDER RED**
12. One (1) piece of **EXTERNAL HARD DRIVE 1TB**
13. Ten (10) reams of **BOND PAPER** – letter size, subs 20, 70 gsm
14. Ten (10) reams of **BOND PAPER** – legal size, subs 20, 70 gsm
15. Ten (10) reams of **BOND PAPER** – A4 size, subs 20, 70 gsm
16. Two (2) boxes of **WHITEBOARD MARKER REFILLABLE**
black/blue
1-BLACK
1-BLUE
17. Two (2) bottles of **WHITEBOARD MARKER INK**
1-BLACK
1-BLUE
18. Two (2) boxes of **SIGN PEN** – gel type, 0.5mm point, black and blue
19. Three (3) pieces of **TRIPOD COLLAPSIBLE STAND BANNER** – 60cm x 160 cm

**20. Ten (10) pieces of PUNCHED FILE STORAGE FOLDER LONG
with ring binder and 100 plastic refill clearsheet**

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 27, 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-23-11-589

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 27 2023 at 9:30 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 _____ 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-EPSS 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	BOT	PRINTER INK, Epson printer, #664, black only	₱ 1,300.00		
2.	20	PC	pcs of BINDER CLIP, (51mm/41mm/32mm)	₱ 300.00		
3.	1	BOX	PUSH PINS	₱ 53.00		
4.	1	PC	STAPLER WITH STAPLE WIRE REMOVER #35	₱ 165.00		
5.	1	BOX	STAPLE WIRE #35	₱ 120.00		
6.	1	PC	PAPER CUTTER KNIFE	₱ 149.00		
7.	1	PC	SCISSOR multi-purpose scissor, 8" long, stainless steel blades Heavy duty, soft grip handle	₱ 259.00		
8.	5	ROLL	MASKING TAPE 3"	₱ 670.00		
9.	5	ROLL	CLEAR PACKING TAPE 3"	₱ 600.00		
10.	10	PC	CORRECTION TAPE 8 meters	₱ 1,140.00		
11.	10	PC	PAPER EXPANDABLE FOLDER RED	₱ 1,650.00		
12.	1	PC	EXTERNAL HARD DRIVE 1TB	₱ 2,700.00		
13.	10	REAM	BOND PAPER, letter size, subs 20, 70 gsm	₱ 1,800.00		
14.	10	REAM	BOND PAPER, legal size, subs 20, 70 gsm	₱ 2,150.00		
15.	10	REAM	BOND PAPER, A4 size, subs 20, 70 gsm	₱ 2,000.00		
16.	2	BOX	WHITEBOARD MARKER REFILLABLE black/blue; 1-BLACK; 1-BLUE	₱ 400.00		
17.	2	BOT	WHITEBOARD MARKER INK, 1-BLACK 1-BLUE	₱ 266.00		
18.	2	BOX	SIGN PEN gel type, 0.5mm point, black and blue	₱ 500.00		
19.	3	PC	TRIPOD COLLAPSIBLE STAND BANNIER, 60cm x 160 cm	₱ 600.00		
20.	10	PC	PUNCHED FILE STORAGE FOLDER LONG with ring binder and 100 plastic refill clearsheet	₱ 4,000.00		

PAGE 1 of 1

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.: _____

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

Printed Name/Signature

Tel .No./Cellphone #

Date