



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: **Procurement of Various Office Supplies and Materials for the SERDAC Project of the University**

Approved Budget Cost: **Php 71,150.00**

Purchase Request No.: **PR 24-01-006**

Closing Date: **March 12, 2024 @ 9:30 AM**

Description:

1. **One Hundred Fifty (150) pieces of ID Badge with sling A3 Size**
2. **One Hundred Fifty (150) pieces of Notebook Spiral, 40 leaves, size 6 inches x 9 inches**
3. **One Hundred Fifty (150) pieces of Expanding Envelope with garter tie Long, color blue**
4. **One Hundred Fifty (150) pieces of Black Ball pen**
5. **One Hundred Fifty (150) pieces of Blue Ball pen**
6. **Twenty (20) packs of Specialty Board paper (for certificate) size A4, Color white, 180gsm, 10pcs per pack**
7. **Ten (10) reams of Bond Paper Long size, 70gsm, subs. 20**
8. **Fifteen (15) reams of Bond Paper A4 Size, 70gsm, subs. 20**
9. **Five (5) pieces of White Board Marker (Blue)**
10. **Five (5) pieces of White Board Marker (Black)**
11. **Five (5) pieces of White Board Marker (Red)**
12. **Two (2) bottles of Glue 500ml**
13. **Two (2) boxes of Paper clip (33mm) vinyl coated**
14. **One Hundred (100) pieces of Certificate Jacket , A4 size**
15. **Three (3) boxes of Binder clip, 15mm**
16. **Three (3) boxes of Staple wire, #35**
17. **Two (2) pieces of Clear tape, 1" X 45-50 meters**
18. **Ten (10) pieces of Correction tape , 8-12m long**
19. **Three (3) sets of Printer Ink (for the existing Epson L3210), black, cyan, magenta & yellow)**
20. **One (1) piece of Paper Trimmer, wood base, size 18inches x 15 inches**
21. **One (1) piece of White Board, 4 x 8 with aluminum frame with edge protector**
22. **One (1) piece of White Board, 2 x 3 wall mounted, aluminum frame with edge protector**

**23. Two (2) unit of External Hard Drive**

**Specification:**

**- 1TB, portable SSD, Hard drive interface USB 3.0, water & dust resistant**

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 **March 12, 2024** 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) 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.: 24-01-006

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 MAR 12 2024 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.	150	Pieces	<b>ID Badge with sling A3 Size</b>	₱ 4,500.00		
2.	150	Pieces	<b>Notebook</b> * Spiral, 40 leaves, size 6 inches x 9 inches	₱ 3,750.00		
3.	150	Pieces	<b>Expanding Envelope with garter tie</b> * Long, color blue	₱ 3,750.00		
4.	150	Pieces	<b>Black Ball pen</b>	₱ 1,500.00		
5.	150	Pieces	<b>Blue Ball pen</b>	₱ 1,500.00		
6.	20	Packs	<b>Specialty Board paper (for certificate)</b> * size A4, Color white, 180gsm, 10pcs per pack	₱ 1,000.00		
7.	10	Reams	<b>Bond Paper Long size</b> * 70gsm, subs. 20	₱ 3,500.00		
8.	15	Reams	<b>Bond Paper A4 Size</b> * 70gsm, subs. 20	₱ 4,500.00		
9.	5	Pieces	<b>White Board Marker (Blue)</b>	₱ 250.00		
10.	5	Pieces	<b>White Board Marker (Black)</b>	₱ 250.00		
11.	5	Pieces	<b>White Board Marker (Red)</b>	₱ 250.00		

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EPS Reference Number : \_\_\_\_\_  
EPS Solicitation Number : \_\_\_\_\_  
EPS Closing Date : \_\_\_\_\_

Total: \_\_\_\_\_  
Brand & Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

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.:** \_\_\_\_\_

**REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA**  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date