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Republic of the Philippines WESTERN MINDANAO STATE UNIVERSITY

Zamboanga City Telephone No.: 062-991-7875 <u>www.wmsu.edu.ph</u>

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 Center for Continuing Education (CCE) of the University

Approved Budget Cost: Php 110,241.70
Purchase Request No.: PR 24-01-035
Closing Date: March 12, 2024 @ 9:30 AM

Description:

- 1. Ten (10) pieces of Clear Book, A4 Size
- 2. Ten (10) pieces of Clear Book, Legal Size
- 3. Sixty (60) pieces of Sign Pen, 0.5 tip, blue, liquid or gel
- 4. One Thousand (1000) pieces of Ball Pen, 0.5mm, blue
- 5. Ten (10) boxes of Staple Wire, standard, 26/6 #35
- 6. Five (5) boxes of Staple Wire, heavy duty, binder type, 23/13
- 7. Five (5) rolls of Masking Tape, 24mm, 1"
- 8. Five (5) rolls of Masking Tape, 48mm, 2"
- 9. Five (5) rolls of Tape, packaging, 48mm, 2"
- 10. Five (5) rolls of Tape, transparent, 48mm, 2"
- 11. Two (2) rolls of Twine, plastic, 1kg/roll
- 12. Ten (10) boxes of Clip, backfold, 19mm
- 13. Ten (10) boxes of Clip, backfold, 25mm, 12 pieces/box
- 14. Thirty (30) boxes of Clip, backfold, 32mm, 12 pieces/box
- 15. Five (5) boxes of Clip, backfold, 50mm, 12 pieces/box
- 16. Ten (10) pieces of Correction Tape, 8m
- 17. Two (2) pieces of Eraser, felt, for whiteboard
- 18. Five (5) boxes of Fastener, 70mm, plastic coated
- 19. One (1) piece of Puncher, heavy duty, w/ 2 hole, 7mm diameter, capacity 30
- 20. Two (2) packs of Clear Sheet Protector, A4, 11-hole
- 21. Twenty (20) packs of Photo Paper, glossy, A4, high quality
- 22. Twenty (20) packs of Cartolina, assorted color, 100gsm
- 23. Ten (10) bottles of Glue, all-purpose, 200grms

- 24. Three (3) boxes of Paper Clip, 33mm
- 25. Three (3) boxes of Paper Clip, 50mm
- 26. Twenty (20) reams of Bond Paper, A4, 70gsm
- 27. Twenty (20) reams of Bond Paper, Legal, 70gsm
- 28. Five (5) boxes of Envelope, expanding, string eyelet, assorted colors, 100 pieces/box
- 29. Two (2) pieces of Record Book, 300 pages, size 214mm x 278mm, 55gsm
- 30. One Thousand Three Hundred (1,300) pads of Notebook, stenographer, spiral, 40 leaves
- 31. Twenty (20) reams of Vellum, white, 8.5 x 11
- 32. One (1) box of Envelope, documentary, A4
- 33. One (1) box of Envelope, documentary, Legal
- 34. Five (5) pieces of Marker, for whiteboard, black
- 35. Five (5) pieces of Marker, for whiteboard, blue
- 36. Five (5) pieces of Marker, for whiteboard, red
- 37. One (1) pack of Folder, L-type, A4, Green
- 38. One (1) pack of Folder, L-type, Legal, Green
- 39. One (1) box of Folder, pressboard, 100 pieces/box, Green
- 40. Ten (10) bottles of Printer Ink for Epson C13T664100 (T6641), Black
- 41. Five (5) bottles of Sanitizer, hand sanitizer, 300 ml/bottle
- 42. Three (3) bottles of Air Refreshener, 150g/bottle
- 43. Three (3) bottles of Cleaner, toilet cleaner, 500 ml/bottle
- 44. Two (2) packs of Detergent Powder, all-purpose, 1 kg/pack
- 45. Two (2) bottles of Dishwashing Liquid, 375 ml/botttle
- 46. Three (3) bottles of Disinfectant Spray, 340 gms/bottle
- 47. Three (3) pcs of Liquid hand soap, anti-bacterial, 450 ml/bottle
- 48. Two (2) packs of Trash Bag, plastic, medium, 10 pieces/pack, 22"x24"
- 49. Two (2) liters of Muriatic Acid
- 50. Ten (10) bottles of Printer Ink for Epson C13T664200 (T6642) Cyan
- 51. Ten (10) bottles of Printer Ink for Epson C13T664300 (T6643) Magenta
- 52. Ten (10) bottles of Printer Ink for Epson C13T664400 (T6644) Yellow

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, 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

Western Mindanao State University

-	Quotation No.:							
-	PR No.: 24-01-035							
8	hortest ti	ne of delive	e your lowest price on the item/s listed below, subject to the ry and submit your quotation duly signed by your represent urn envelope attached herewith. Any quotation submitted b	ative r	not later than	/ MAR 1 2 2	2924	
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		2 DELI 3 WAR DATE 4 PRIC 5 G-EP	VERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT OF RANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY OF VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON SERGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION	AND MA N RECE SION O	ATERIALS. ONE IPT OF THE OUF IF THE QUOTATI	(1) YEAR FOR EQUII RCHASE ORDER ON	PMENT, FROM	
Item No.	Qty	Unit	Item and Description		the Contract (ABC)	Unit Cost	Total Cost	
1.	10	Pieces	Clear Book, A4 Size	₽	424.30			
2.	10	Pieces	Clear Book, Legal Size	₽	461.80			
3.	60	Pieces	Sign Pen, 0.5 tip, blue, liquid or gel	₽	3,219.60			
4.	1000	Pieces	Ball Pen – 0.5mm; blue	₽	13,000.00			
5.	10	Boxes	Staple Wire, standard, 26/6 #35	₽	280.00			
6.	5	Boxes	Staple Wire, heavy duty, binder type, 23/13		170.00			
7.	5	Rolls	Masking Tape, 24mm, 1"		130.00			
8.	5	Rolls	Masking Tape, 48mm, 2"	₱	275.00			
9.	5	Rolls	Tape, packaging, 48mm, 2"	P	130.00			
10.	5	Rolls	Tape, transparent, 48mm, 2"	₽	130.00			
11.	2	Rolls	Twine, plastic, 1kg/roll	₽	170.00		1	
	EPS Reference Number : PAGE 1 0f 6							
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	Α	fter having ca	arefully read and accepted your General Conditions, the foregoin	g are	our price quota	tion for the items a	above indicated.	
PhilGEPS Certificate No.: Certificate Reference No.:								
	B	EY ESPIRITU	JSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA Canvasser		F	Printed Name/Signa	iture	
Tel .No./Cellphone #							‡	
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Western Mindanao State University

S 	Quotation No.:									
0.00 0.00	PR No.: 24-01-035									
s	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									
а	t <u>9:30 A</u>	<u>.M.</u> in the ret	urn envelope attached herewith. Any quotation submitted b	eyond		not be consider				
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Item No.	Qty	Unit	Item and Description		oved Budget he Contract (ABC)	Unit Cost	Total Cost			
12.	10	Boxes	Clip, backfold, 19mm	₽	120.00					
13.	10	Boxes	Clip, backfold, 25mm, 12 pieces/box	₽	200.00					
14.	30	Boxes	Clip, backfold, 32mm, 12 pieces/box	₽	1,050.00					
15.	5	Boxes	Clip, backfold, 50mm, 12 pieces/box	₽	365.00					
16.	10	Pieces	Correction Tape, 8m	₽	220.00					
17.	2	Pieces	Eraser, felt, for whiteboard	₽	30.00					
18.	5	Boxes	Fastener, 70mm, plastic coated	₽	300.00					
19.	1	Piece	Puncher, heavy duty, w/ 2 hole, 7mm diameter, capacity 30.	₽	200.00					
20.	2	Packs	Clear Sheet Protector, A4, 11-hole.	₱	600.00					
21.	20	Packs	Photo Paper, glossy, A4, high quality	P	2,500.00					
Е	EPS Reference Number : PAGE 2 Of 6 EPS Solicitation Number : Warranty : Price Validity :									
	,	After having c	arefully read and accepted your General Conditions, the foregoin	ig are o	ur price quotal	tion for the items a	bove indicated.			
PhilGEPS Certificate No.: Certificate Reference No.:										
	REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA Canvasser Tel .No./Cellphone #									
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Western Mindanao State University

_	Quotation No.:									
-	PR No.: 24-01-035									
8	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 2 2024 at 9:30 A.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be to sidered.									
ı	NOTE:	2 DELI 3 WAR DATE 4 PRIC 5 G-EF	ENTRIES MUST BE TYPEWRITTEN VERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT O RRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES A E OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY E VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON S REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISS ERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIO	AND MA RECE SION O	BAC Chai PURCHASE ORE ATERIALS, ONE IPT OF THE OUF IF THE QUOTATI	(1) YEAR FOR EQUIF RCHASE ORDER ON	DS			
Item No.	Qty	Unit	Item and Description		the Contract (ABC)	Unit Cost	Total Cost			
22.	20	Packs	Cartolina, assorted color, 100gsm	₽	2,100.00					
23.	10	Bottles	Glue, all-purpose, 200grms	₱	780.00					
24.	3	Boxes	Paper Clip, 33mm	₽	36.00					
25.	3	Boxes	Paper Clip, 50mm	₽	87.00					
26.	20	Reams	Bond Paper, A4, 70gsm	₱	4,700.00					
27.	20	Reams	Bond Paper, Legal, 70gsm	₽	5,400.00		-			
28.	5	Boxes	Envelope, expanding, string eyelet, assorted colors, 100 pieces/box.	₽	8,250.00					
29.	2	Pieces	Record Book, 300 pages, size 214mm x 278mm, 55gsm	₽	130.00					
30.	1300	Pads Notebook, stenographer, spiral, 40 leaves								
Е	EPS Solicita		: PAGE 3 Of 6 : :arefully read and accepted your General Conditions, the foregoing	a are o	D N P	Total:	bove indicated			
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REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA Canvasser Tel .No./Cellphone #										
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Western Mindanao State University

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r	NOTE:	2 DELI' 3 WAR DATE 4 PRIC 5 G-EP	ENTRIES MUST BE TYPEWRITTEN VERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT OF THE RECEIPT	BAC Chai F THE PURCHASE ORE AND MATERIALS. ONE RECEIPT OF THE OUF SION OF THE QUOTATI	(1) YEAR FOR EQUI RCHASE ORDER ION	DDS		
Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost		
31.	20	Reams	Vellum, white, 8.5 x 11	₱ 6,360.00				
32.	1	Вох	Envelope, documentary, A4.	₱ 1,200.00				
33.	1	Вох	Envelope, documentary, Legal	₱ 1,300.00				
34.	5	Pieces	Marker, for whiteboard, black	₱ 140.00				
35.	5	Pieces	Marker, for whiteboard, blue	₱ 140.00				
36.	5	Pieces	Marker, for whiteboard, red	₱ 140.00				
37.	1	Pack	Folder, L-type, A4, Green	₱ 230.00				
38.	1	Pack	Folder, L-type, Legal, Green	₱ 290.00				
39.	1	Вох	Folder, pressboard, 100 pieces/box, Green	₱ 1,145.00				
40.	10	Boxes	Printer Ink for Epson C13T664100 (T6641) – black	₱ 3,000.00				
41.	5	Bottles	Sanitizer, hand sanitizer – 300ml/bottle	₱ 500.00				
Е	EPS Reference Number : PAGE 4 0f 6 Brand & Model : Brand & Brand & Model : Brand & Brand & Brand & Model : Brand & B							
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REQUEST FOR QUOTATION Western Mindanao State University

n-	Quotation No.:							
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8	t 9:30 A.	me of delive <u>M.</u> in the ret	ry and submit your quotation duly signed by your represent urn envelope attached herewith. Any quotation submitted b	ative not later than, eyond this date will				
N	NOTE:		ENTRIES MUST BE TYPEWRITTEN	BAC Cha	TO D. MADRON	Ñ AL, DPA DS		
		3 WAR DATE 4 PRIC 5 G-EP	VERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT OF RANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY BY WESTERN MINDANAO STATE UNIVERSITY BY WESTERN MINDANAO STATE UNIVERSITY BY WALLDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON S REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION	AND MATERIALS. ONE I RECEIPT OF THE OUI SION OF THE QUOTAT	(1) YEAR FOR EQUIP RCHASE ORDER ION	PMENT, FROM		
Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost		
42.	3	Bottles	Air freshener, 150g/bottle	₱ 294.00				
43.	3	Bottles	Cleaner, toilet cleaner – 500ml/bottle	₱ 150.00				
44.	2	Packs	Detergent Powder, all-purpose – 1kg/pack	₱ 260.00				
45.	2	Bottles	Dishwashing Liquid – 375ml/bottle	₱ 300.00				
46.	3	Bottles	Disinfectant Spray – 340 gms/bottle	₱ 504.00				
47.	3	Pieces	Liquid hand soap, anti-bacterial – 450ml/bottle	₱ 300.00				
48.	2	Packs	Trash Bag, plastic, medium, 10 pieces/pack, 22"x24"	₱ 170.00				
49.	2	Liters	Muriatic Acid	₱ 360.00				
50.	10	Bottles	Printer Ink for Epson C13T664200 (T6642) -Cyan	₱ 3,000.00				
Е	PS Refere	ence Number	PAGE 5 0f 6		Total:			
Е	PS Solicit	ation Number	<u> </u>	9	Delivery Period Warranty Price Validity			
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	F	After having ca	arefully read and accepted your General Conditions, the foregoin	g are our price quota	tion for the items a	above indicated.		
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	E	REY ESPIRITU	JSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA	F	Printed Name/Signa	ture		
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Effectivity Date: 31 Oct. 2016

Western Mindanao State University

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8	shortest ti at <u>9:30 A.</u>	me of delive <u>M.</u> in the ret	ry and submit your quotatio urn envelope attached here	n duly signed by your representa with. Any quotation submitted be	ative not lat eyond this o	er than late will	MAR 1 2 2321 not be considere	d.
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Item No.	Qty	Unit	Item an	d Description	Approved for the Co (ABC	ntract	Unit Cost	Total Cost
51.	10	Bottles	Printer Ink for Epson C Magenta	r Ink for Epson C13T664300 (T6643) - nta		00.00		
52.	10	Bottles	Printer Ink for Epson C	13T664400 (T6644) - Yellow	₱ 3,0	00.00		
E	EPS Solicit		: : : refully read and accepted you	PAGE 6 Of 6	Total:			
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