



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: **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/bottle
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

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: 24-01-035

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.

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

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

Item No.	Qty	Unit	Item and Description	Approved Budget for 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"	₱ 130.00		
10.	5	Rolls	Tape, transparent, 48mm, 2"	₱ 130.00		
11.	2	Rolls	Twine, plastic, 1kg/roll	₱ 170.00		

EPS Reference Number : _____
EPS Solicitation Number : _____
EPS Closing Date : _____

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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

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Item No.	Qty	Unit	Item and Description	Approved Budget for the 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	₱ 2,500.00		

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Item No.	Qty	Unit	Item and Description	Approved Budget for 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	₱ 39,000.00		

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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
31.	20	Reams	Vellum, white, 8.5 x 11	₱ 6,360.00		
32.	1	Box	Envelope, documentary, A4.	₱ 1,200.00		
33.	1	Box	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	Box	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		

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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		

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
51.	10	Bottles	Printer Ink for Epson C13T664300 (T6643) - Magenta	₱ 3,000.00		
52.	10	Bottles	Printer Ink for Epson C13T664400 (T6644) - Yellow	₱ 3,000.00		

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