



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 WESMAARRDEC of the University**

Approved Budget Cost: **Php 53,515.00**

Purchase Request No.: **PR 24-02-059**

Closing Date: **April 16, 2024 @ 9:30 AM**

Description:

1. **Five (5) sets of Brother Printer Ink
BT5000 color set (Magenta, Cyan, Yellow)**
2. **Five (5) bottles of Brother Printer Ink
BTD60 (Black)**
3. **Five (5) sets of Epson Printer Ink
664 (Magenta, Cyan, Yellow, Black)**
4. **Five (5) sets of Epson Printer Ink
003(Magenta, Cyan, Yellow, Black)**
5. **Six (6) reams of Bond Paper
Substance 20, size: Long (8.5"x13")**
6. **Six (6) reams of Bond Paper
Substance 20, size: A4 (8.27"x 11.69")**
7. **Four (4) boxes of Sign pen
Black liquid or gel ink, 0.5mm needle tip (1 doz/box)**
8. **Four (4) boxes of Sign pen
Blue, liquid/gel ink, 0.5mm needle tip (1 doz/box)**
9. **Fifty (50) pieces of Notebook
top bound with spiral wire, 6x9 inches
at least 50 leaves**
10. **Sixty (60) pieces of ID Jacket 3" x 4" with lace**
11. **Six (6) boxes of Ballpen, Blue (1 doz/box)**
12. **Six (6) boxes of Ballpen, Black (1 doz/box)**
13. **Five (5) boxes of Staple wire #35**
14. **Six (6) rolls of Tape, Masking 24mm**
15. **Six (6) rolls of Tape, Masking 48mm**
16. **Six (6) rolls of Tape, Packing 48mm**
17. **Six (6) rolls of Tape, Transparent 24mm**
18. **Six (6) rolls of Tape, Transparent 48mm**

19. Six (6) pieces of Correction Tape, 8m
20. Fifty (50) pieces of Envelop, Brown, Documentary A4
21. Fifty (50) pieces of Envelop, Brown, Documentary Long
22. Forty (40) pieces of Envelop Expanding, Long with Garter
23. One (1) box of Envelop Mailing, Long, 500 pcs/box
24. One (1) box of Folder, Long,
Ordinary, White
100pcs/box
25. One (1) box of Folder, A4,
Ordinary White
100pcs/box
26. Four (4) pieces of Record Book, 500 pages
27. Twenty (20) packs of Interfolded Paper Towel Tissue, 1-ply sheets, 175 pulls
28. Five (5) gallons of Alcohol, 70% Ethyl, with moisturizer
29. Six (6) tins of Insecticide, 600ml
30. Six (6) tins of Airfreshener, Aerosol Type, 300ml
31. Five (5) bottles of Cleanser, Toilet Bowl & Urinal, 1L
32. Five (5) packs of Detergent Powder, all Purpose, 1kg
33. Ten (10) bars of Detergent Bar, 140g
34. Three (3) cans of Floorwax Paste, Waterproof, 450g
35. One (1) set of 360 degrees Mop with spinner and bucket
(with 3 pcs extra microfiber mophead)

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 **April 16, 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

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Quotation No.: _____

PR No.: **24-02-059**

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 **APR 16 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.	5	Sets	Brother Printer Ink - BT5000 color set (magenta, cyan, yellow)	₱ 6,000.00		
2.	5	Bottles	Brother Printer Ink - BT60 (Black)	₱ 2,300.00		
3.	5	Sets	Epson Printer Ink - 664 (Magenta, Cyan, Yellow, Black)	₱ 6,500.00		
4.	5	Sets	Epson Printer Ink - 003 (Magenta, Cyan, Yellow, Black)	₱ 6,500.00		
5.	6	Reams	Bond Paper - substance 20, size: long (8.5"x13")	₱ 1,680.00		
6.	6	Reams	Bond Paper - substance 20, size: A4 (8.27"x11.69")	₱ 1,620.00		
7.	4	Boxes	Sign pen-Black liquid or gel ink, 0.5mm needle tip (1 doz/box)	₱ 1,520.00		
8.	4	Boxes	Sign pen-Blue, liquid/gel ink, 0.5mm needle tip (1 doz/box)	₱ 1,520.00		

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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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
9.	50	Pieces	Notebook-top bound with spiral wire, 6x9 inches at least 50 leaves	₱ 2,500.00		
10.	60	Pieces	ID Jacket 3" x 4" with lace	₱ 3,000.00		
11.	6	Boxes	Ballpen, Blue (1 doz/box)	₱ 1,680.00		
12.	6	Boxes	Ballpen, Black (1 doz/box)	₱ 1,680.00		
13.	5	Boxes	Staple wire#35	₱ 175.00		
14.	6	Rolls	Tape, Masking 24mm	₱ 150.00		
15.	6	Rolls	Tape, Masking 48mm	₱ 240.00		
16.	6	Rolls	Tape, Packing 48mm	₱ 150.00		
17.	6	Rolls	Tape, Transparent 24mm	₱ 90.00		
18.	6	Rolls	Tape, Transparent 48mm	₱ 150.00		

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
19.	6	Pieces	Correction Tape, 8m	₱ 150.00		
20.	50	Pieces	Envelop, Brown, Documentary A4	₱ 150.00		
21.	50	Pieces	Envelop, Brown, Documentary Long	₱ 250.00		
22.	40	Pieces	Envelop Expanding, Long with Garter	₱ 480.00		
23.	1	Box	Envelop Mailing, Long, 500 pcs/box	₱ 320.00		
24.	1	Box	Folder, Long, Ordinary, White, 100pcs/box	₱ 1,250.00		
25.	1	Box	Folder, A4, Ordinary White, 100pcs/box	₱ 1,200.00		
26.	4	Pieces	Record Book, 500 pages	₱ 380.00		
27.	20	Packs	Interfolded Paper Towel Tissue, 1-ply sheets, 175 pulls	₱ 1,800.00		
28.	5	Gallons	Alcohol, 70% Ethyl, with moisturizer	₱ 3,000.00		
29.	6	Tins	Insecticide, 600ml	₱ 1,800.00		

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
30.	6	Tins	Airfreshener, Aerosol Type, 300ml	₱ 780.00		
31.	5	Bottles	Cleanser, Toilet Bowl & Urinal, 1L	₱ 650.00		
32.	5	Packs	Detergent Powder, all Purpose, 1kg	₱ 650.00		
33.	10	Bars	Detergent Bar, 140g	₱ 300.00		
34.	3	Cans	Floorwax Paste, Waterproof, 450g	₱ 1,200.00		
35.	1	Set	360 degrees Mop with spinner and bucket (with 3 pcs extra microfiber mophead)	₱ 1,700.00		
<i>Note: for the WESMAARDEC</i>						

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