



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 Materials and Furniture for the College of Nursing of the University**

Approved Budget Cost: **Php 83,985.00**

Purchase Request No.: **PR 24-02-071**

Closing Date: **March 20, 2024 @ 9:30 AM**

Description:

1. **One (1) set of CONFERENCE TABLE WITH CHAIRS**  
8-seater  
metal legs/stand  
Material: Wood
2. **Four (4) pieces of OFFICE CHAIR WITHOU ARMREST**  
adjustable gaslift, fabric seat w/mesh backrest  
nylon base  
swivel with caster roller
3. **One (1) unit of PAPER SHREDDER**  
Confetti crosscut  
220 V
4. **Two (2) pieces of PUNCHER**  
Heavy duty  
5 sheets, 82 gsm
5. **Two (2) pieces of TAPE DISPENSER**  
Table Top heavy duty  
for tape length as 30m & 40m  
Big, diameter 3"  
Metal blade
6. **Six (6) pads of NOTEPAD STICK ON - 76mm x 76mm pad**
7. **Sixty (60) pieces of PVC D-Ring Binder Folder 3 rings**  
Legal size, 3 inches wide, black or white color
8. **Twenty (20) pieces of Clear Sheet Protector**  
long size fts 3 ring folder, high quality

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 20, 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.: 24-02-071

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 20 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.	1	Set	<b>CONFERENCE TABLE WITH CHAIRS</b> 8-seater metal legs/stand; Material: Wood	₱ 30,000.00		
2.	4	Pieces	<b>OFFICE CHAIR WITHOU ARMREST</b> adjustable gaslift, fabric seat w/mesh backrest nylon base; swivel with caster roller	₱ 20,000.00		
3.	1	Unit	<b>PAPER SHREDDER</b> Confetti crosscut; 220 V	₱ 8,850.00		
4.	2	Pieces	<b>PUNCHER</b> Heavy duty; 5 sheets, 82 gsm	₱ 400.00		
5.	2	Pieces	<b>TAPE DISPENSER</b> Table Topm heavy duty for tape length as 30m & 40m Big, diameter 3"; Metal blade	₱ 285.00		
6.	6	Pads	<b>NOTEPAD STICK ON</b> 76mm x 76mm pad	₱ 450.00		
7.	60	Pieces	<b>PVC D-Ring Binder Folder 3 rings</b> Legal size, 3 inches wide, black or white color	₱ 18,000.00		
8.	20	Pieces	<b>Clear Sheet Protector</b> long size fts 3 ring folder, high quality	₱ 6,000.00		
<i>Note: for the College of Nursing</i>						

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