



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 ZamPen Native Chicken Project of the University**

Approved Budget Cost: **Php 49,620.00**

Purchase Request No.: **PR 24-03-147**

Closing Date: **May 21, 2024 @ 9:30 AM**

Description:

1. **Twenty (20) reams of BOND PAPER**
Legal size, subs 24, 70 gsm
2. **Twenty (20) reams of BOND PAPER**
A4 size, subs 24, 70 gsm
3. **Five (5) pieces of EXPANDABLE ENVELOPE**
accordion file, garterized
4. **Five (5) pieces of FILING BOX**
Size(HWL): 9 1/2 x 5 x 16"
material: carton
5. **Four (4) boxes of SIGN PEN**
gel type, 0.5mm tip, color black, 10 pcs/box
6. **Eighteen (18) pieces of RECORD BOOK**
8.5 X 11 inches, 500 pages
7. **Two (2) rolls of CLEAR TAPE**
1" width, 100-200m long
8. **Four (4) boxes of SIGN PEN**
gel type, 0.5mm tip, color blue, 10 pcs/box
9. **Twelve (12) sets of PRINTER INK**
EPSON 664 (magenta, cyan, yellow, black)
10. **Eight (8) bottles of PRINTER INK**
EPSON 664 (black)
11. **One (1) piece of STAPLER**
with staple wire remover
12. **One (1) box of PAPER CLIP**
jumbo size, 50-120grams, 75-100pcs
13. **Ten (10) pieces of FF-L FOLDER**
long size, plastic
14. **One (1) piece of BUSINESS CALCULATOR**
8 digit-display, two way power
15. **Ten (10) pieces of FF-L FOLDER**
short size, white color
16. **One (1) box of PERMANENT MARKER**
color black, fine/broad, 12 pcs/box
17. **Four (4) boxes of STAPLE WIRE**
#35, heavy duty

18. Ten (10) pieces of FOLDER
long size, paper type, color white

19. Two (2) pieces of FLYER HOLDER STAND
3mm thick, acrylic, transparent

20. One (1) piece of SCISSORS
8 inches, any color

21. Four (4) pieces of A5 PERSPEX FLYER
acrylic, A5 flyer, with stand, stationery

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 **May 21, 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.: 24-03-147

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 MAY 21 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.	20	Reams	BOND PAPER Legal size, subs 24, 70 gsm	₱ 7,000.00		
2.	20	Reams	BOND PAPER A4 size, subs 24, 70 gsm	₱ 6,000.00		
3.	5	Pieces	EXPANDABLE ENVELOPE accordion file, garterized	₱ 1,000.00		
4.	5	Pieces	FILING BOX Size(HWL): 9 1/2 x 5 x 16" material: carton	₱ 1,000.00		
5.	4	Boxes	SIGN PEN gel type, 0.5mm tip, color black, 10 pcs/box	₱ 800.00		
6.	18	Pieces	RECORD BOOK 8.5 X 11 inches, 500 pages	₱ 5,400.00		
7.	2	Rolls	CLEAR TAPE 1" width, 100-200m long	₱ 400.00		
8.	4	Boxes	SIGN PEN gel type, 0.5mm tip, color blue, 10 pcs/box	₱ 800.00		
9.	12	Sets	PRINTER INK EPSON 664 (magenta, cyan, yellow, black)	₱ 19,200.00		
10.	8	Bottles	PRINTER INK EPSON 664 (black)	₱ 3,200.00		
11.	1	Piece	STAPLER with staple wire remover	₱ 100.00		
12.	1	Box	PAPER CLIP jumbo size, 50-120grams, 75-100pcs.	₱ 100.00		

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

PAGE 1 OF 2

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

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: 24-03-147

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 MAY 21 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	
13.	10	Pieces	FF-L FOLDER long size, plastic	P 400.00			
14.	1	Piece	BUSINESS CALCULATOR 8 digit-display, two way power	P 400.00			
15.	10	Pieces	FF-L FOLDER short size, white color	P 300.00			
16.	1	Box	PERMANENT MARKER color black, fine/broad, 12 pcs/box	P 600.00			
17.	4	Boxes	STAPLE WIRE #35, heavy duty	P 400.00			
18.	10	Pieces	FOLDER long size, paper type, color white	P 300.00			
19.	2	Pieces	FLYER HOLDER STAND 3mm thick, acrylic, transparent	P 800.00			
20.	1	Piece	SCISSORS 8 inches, any color	P 220.00			
21.	4	Pieces	A5 PERSPEX FLYER acrylic, A5 flyer, with stand, stationery	P 1,200.00			
			<i>Note: for the Zampen Native Chicken Project</i>				

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

PAGE 2 of 2

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