



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 College of Agriculture of the University**

Approved Budget Cost: **Php 49,900.00**

Purchase Request No.: **PR 24-03-149**

Closing Date: **May 22, 2024 @ 9:30 AM**

Description:

1. **One (1) unit of 3 in 1 Printer with Continous Ink Supply System**
2. **Twelve (12) reams of Bond paper-Long, Subs. 24 - 70gsm.**
3. **Twelve (12) reams of Bond paper- A4, Subs. 24- 70gsm.**
4. **Eight (8) pieces of Expandable Envelope - garterized-Plastic Expanding/ Accordion File 13 Pockets w/ Handle**
5. **Two (2) pieces of Filling box-Long, H-9 1/2" x W-5" x L-16**
6. **One (1) piece of Record book- (M.O. Office Products) 8.5 x 11 inches 500 pages**
7. **One (1) roll of Transparent Packing Tape, 1" width, 100-200m Long**
8. **One (1) box of Sign Pen, gel type, 12pcs/box**
9. **Twelve (12) bottles of Printer Ink
Epson 664 Black**
10. **Ten (10) bottles of Printer Ink
Epson 664 Magenta**
11. **Ten (10) bottles of Printer Ink
Epson 664 Yellow**
12. **Nine (9) bottles of Printer Ink
Epson 664 Cyan**
13. **Nine (9) pcs of Long Brown Envelop**
14. **One (1) piece of Stapler- HD-50R with staple remover**
15. **Two (2) boxes of Paper Clips- Jumbo Clip No. 50 - 100 pcs/box**
16. **Five (5) pieces of FFL file folder (14pts legal size)**
17. **One (1) box of Staple Wire - #35 Heavy duty. 500.00/box. Total of 500.00**
18. **Seven (7) pieces of Folder- white long**
19. **One (1) piece of Scissors- 8 inches**
20. **One (1) unit of Pocket wifi
- 5G Mobile WiFi ProG pocket Wi-Fi equipped with a battery capacity of 8,000 mAh, as well as 40W of super-fastcharging, 22.5W of reverse wired charging, and**

15W of reverse wireless charging

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 22, 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.: **24-03-149**

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 22 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	Unit	3-in-1 Printer with Continuous Ink Supply system	₱ 20,000.00		
2.	12	Reams	Bond paper-Long, Subs. 24 - 70gsm	₱ 3,600.00		
3.	12	Reams	Bond paper- A4, Subs. 24- 70gsm	₱ 4,200.00		
4.	8	Pieces	Expandable Envelope - garterized-Plastic Expanding Accordion File 13 Pockets w/ Handle	₱ 400.00		
5.	2	Pieces	Filling box-Long, H-9 1/2" x W-5" x L-16	₱ 400.00		
6.	1	Piece	Record book- (M.O. Office Products) 8.5 x 11 inches 500 pages	₱ 100.00		
7.	1	Roll	Transparent Packing Tape, 1" width, 100-200m Long	₱ 300.00		
8.	1	Box	Sign Pen, gel type, 12pcs/box	₱ 120.00		
9.	12	Bottles	Printer Ink – Epson 664 Black	₱ 4,800.00		
10.	10	Bottles	Printer Ink – Epson 664 Magenta	₱ 4,000.00		
11.	10	Bottles	Printer Ink – Epson 664 Yellow	₱ 4,000.00		
12.	9	Bottles	Printer Ink – Epson 664 Cyan	₱ 3,600.00		
13.	9	Pieces	Long Brown Envelop	₱ 180.00		

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
14.	1	Piece	Stapler- HD-50R with staple remover	₱ 100.00		
15.	2	Boxes	Paper Clips- Jumbo Clip No. 50 - 100 pcs/box	₱ 200.00		
16.	5	Pieces	FFL file folder (14pts legal size)	₱ 100.00		
17.	1	Box	Staple Wire - #35 Heavy duty	₱ 500.00		
18.	7	Pieces	Folder- white long	₱ 210.00		
19.	1	Piece	Scissors- 8 inches	₱ 90.00		
20.	1	Unit	Pocket wifi - 5G Mobile WiFi ProG pocket Wi-Fi equipped with a battery capacity of 8,000 mAh, as well as 40W of super-fast charging, 22.5W of reverse wired charging, and 15W of reverse wireless charging	₱ 3,000.00		
			<i>Note: for the College of Agriculture</i>			

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 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date