



## 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, Materials and Equipment for the RDEC Office of the University**

Approved Budget Cost: **Php 43,585.00**

Purchase Request No.: **PR 24-04-164**

Closing Date: **May 28, 2024 @ 9:30 AM**

Description:

1. **Two (2) sets of PRINTER INK**  
**EPSON 004 (cyan, magenta, yellow)**
2. **Five (5) bottles of PRINTER INK**  
**EPSON 004 (black)**
3. **Ten (10) sets of PRINTER INK**  
**EPSON 003 (black, cyan, magenta, yellow)**
4. **Fifteen (15) packs of SPECIAL PAPER**  
**A4 size, 90 gsm, 10 sheets/pack**
5. **Four (4) pieces of LOGBOOK**  
**500 leaves**
6. **Two (2) pieces of STAPLER WITH REMOVER #35**
7. **One (1) piece of LONG ARM HEAVY DUTY STAPLER**
8. **Five (5) boxes of SIGN PEN**  
**gel type, 0.5mm point, black**
9. **Two (2) pieces of COLUMNAR NOTEBOOK**  
**5 columns**
10. **Fifteen (15) pieces of RING BINDER**  
**14mm, black**
11. **Fifteen (15) pieces of RING BINDER**  
**16mm, black**
12. **Fifteen (15) packs of "SIGN HERE" INDEX TABS**  
**50 sheets/pack**
13. **Twenty (20) packs of PHOTO PAPER**  
**A4 size, glossy**
14. **Four (4) bots of ALL MULTI-PURPOSE GLUE 40g**
15. **Four (4) pieces of GLUE STICK PASTE**  
**6-8g**
16. **Ten (10) pieces of ARCH FILE FOLDER**  
**Specification:**  
**long size, 2 rings 3" thick cover to cover**  
**Top mechanism for Vertical Filing**

17. **Twenty (20) pieces of EXPANDED WHITE FOLDER, Long**
18. **Three (3) pieces of PAPER CUTTER KNIFE**  
big size, retractable blade
19. **Ten (10) sets of CUTTER BLADE REFILL**  
Big size, 10 pcs/set
20. **Twenty (20) pieces of LONG EXPANDED ENVELOPE**  
with garter string, color yellow
21. **One (1) box of WHITE BOARD MARKER**  
fine point, black/blue
22. **Two (2) boxes of HIGHLIGHTER PEN**  
assorted colors
23. **Four (4) boxes of THUMB TACKS**
24. **Three (3) boxes of PUSH PINS**
25. **Ten (10) pieces of CORRECTION TAPE**  
5mm x 8m
26. **Two (2) pieces of SCISSORS**
27. **Three (3) packs of BATTERY**  
heavy duty, triple A, 4 pcs/pack
28. **Three (3) packs of BATTERY**  
heavy duty, double A, 4 pcs/pack
29. **Five (5) pieces of EXTENSION WIRE**  
Specification:  
sockets: 6 jacks  
length: 5 meters  
Switch 1  
rated power: 2,500W
30. **One (1) piece of PAPER CUTTER**  
Specification:  
heavy duty, sliding cutter, adjustable for different cutting size,  
metal base, with paper size marker, A4 - B7 sizes  
product size: 47x26x5cm  
net weight: 1530g
31. **Four (4) pieces of METAL MESH FRAME ORGANIZER**  
Specification:  
material: lightweight metal mesh  
color: black  
tray size: 35x27.5x3cm  
overall size: 30x35x30cm
32. **One (1) piece of FLASH DRIVE**  
USB 3.0, speed up to 150 mb/s, 64gb
33. **One (1) piece of PROJECTOR POINTER**  
Specifications:  
laser pointer with remote functions  
laser: class 3 (red)  
compatible OS: Windows, Mac, Android, Linux  
Colors: white, black  
battery: 1 x AAA battery  
100 meters remote control distance

**200 meters laser distance  
low battery warning  
driver-free, plug and play**

**34. One (1) piece of WIRELESS HDMI TRANSMITTER**

**Specifications:**

**pocket size, 5G transmission, 2 HDMI ports  
supported internet services: Netflix, Prime Video, Skype,  
Google TV, Youtube  
Wireless communication technology Wi-Fi**

**35. One (1) piece of WIRELESS MOUSE**

**Specifications:**

**color: red/blue  
tracking engine: high precision optical  
clicking switch: silicon silent  
input power: 1.5V x AAA x 2  
Dimension (LWH): 99x60x35mm  
interface: usb 2.0/1.1  
transmission range: up to 10 meters  
modulation: GFSK  
WITH BATTERIES**

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 28, 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 (bacsecretariat@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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Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: 24-04-164

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 28 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.	2	Sets	PRINTER INK EPSON 004 (cyan, magenta, yellow)	P 2,100.00		
2.	5	Bottles	PRINTER INK EPSON 004 (black)	P 1,750.00		
3.	10	Sets	PRINTER INK EPSON 003 (black, cyan, magenta, yellow)	P 14,000.00		
4.	15	Packs	SPECIAL PAPER A4 size, 90 gsm, 10 sheets/pack	P 1,800.00		
5.	4	Pieces	LOGBOOK 500 leaves	P 200.00		
6.	2	Pieces	STAPLER WITH REMOVER #35	P 500.00		
7.	1	Piece	LONG ARM HEAVY DUTY STAPLER	P 1,000.00		
8.	5	Boxes	SIGN PEN gel type, 0.5mm point, black	P 1,000.00		
9.	2	Pieces	COLUMNAR NOTEBOOK 5 columns	P 200.00		
10.	15	Pieces	RING BINDER 14mm, black	P 600.00		
11.	15	Pieces	RING BINDER 16mm, black	P 750.00		
12.	15	Packs	"SIGN HERE" INDEX TABS 50 sheets/pack	P 750.00		
13.	20	Packs	PHOTO PAPER A4 size, glossy	P 4,000.00		

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 #  
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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
14.	4	Bottles	ALL MULTI-PURPOSE GLUE 40g.	P 160.00		
15.	4	Pieces	GLUE STICK PASTE 6-8g.	P 120.00		
16.	10	Pieces	ARCH FILE FOLDER Specification: long size, 2 rings 3" thick cover to cover Top mechanism for Vertical Filing	P 2,000.00		
17.	20	Pieces	EXPANDED WHITE FOLDER, Long	P 400.00		
18.	3	Pieces	PAPER CUTTER KNIFE big size, retractable blade	P 150.00		
19.	10	Sets	CUTTER BLADE REFILL Big size, 10 pcs/set	P 300.00		
20.	20	Pieces	LONG EXPANDED ENVELOPE with garter string, color yellow	P 500.00		
21.	1	Box	WHITE BOARD MARKER fine point, black/blue	P 300.00		
22.	2	Boxes	HIGHLIGHTER PEN assorted colors	P 900.00		
23.	4	Boxes	THUMB TACKS	P 60.00		
24.	3	Boxes	PUSH PINS	P 75.00		
25.	10	Pieces	CORRECTION TAPE	P 400.00		
26.	2	Pieces	SCISSORS	P 80.00		

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
27.	3	Packs	<b>BATTERY</b> heavy duty, triple A, 4 pcs/pack	P 540.00		
28.	3	Packs	<b>BATTERY</b> heavy duty, double A, 4 pcs/pack	P 450.00		
29.	5	Pieces	<b>EXTENSION WIRE</b> Specification: sockets: 6 jacks length: 5 meters Switch 1 rated power: 2,500W	P 1,750.00		
30.	1	Piece	<b>PAPER CUTTER</b> Specification: heavy duty, sliding cutter, adjustable for different cutting size, metal base, with paper size marker, A4 - B7 sizes product size: 47x26x5cm net weight: 1530g.	P 1,050.00		
31.	4	Pieces	<b>METAL MESH FRAME ORGANIZER</b> Specification: material: lightweight metal mesh color: black tray size: 35x27.5x3cm overall size: 30x35x30cm	P 1,600.00		
32.	1	Piece	<b>FLASH DRIVE</b> USB 3.0, speed up to 150 mb/s, 64gb	P 700.00		

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
33.	1	Piece	<b>PROJECTOR POINTER</b> Specifications: laser pointer with remote functions laser: class 3 (red) compatible OS: Windows, Mac, Android, Linux Colors: white, black; battery: 1 x AAA battery 100 meters remote control distance 200 meters laser distance low battery warning; driver-free, plug and play	P 1,000.00		
34.	1	Piece	<b>WIRELESS HDMI TRANSMITTER</b> Specifications: pocket size, 5G transmission, 2 HDMI ports supported internet services: Netflix, Prime Video, Skype, Google TV, Youtube Wireless communication technology Wi-Fi	P 1,700.00		
35.	1	Piece	<b>WIRELESS MOUSE</b> Specifications: color: red/blue tracking engine: high precision optical clicking switch: silicon silent input power: 1.5V x AAA x 2 Dimension (LWH): 99x60x35mm interface: usb 2.0/1.1 transmission range: up to 10 meters modulation: GFSK; WITH BATTERIES	P 700.00		
			<i>Note: For the RDEC</i>			

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