



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 Research Project of Environmental Engineering of the University**

Approved Budget Cost: **Php 28,450.00**

Purchase Request No.: **PR 24-04-187**

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

Description:

1. **Ten (10) reams of BOND PAPER, A4, 80gsm**
2. **Ten (10) reams of BOND PAPER, 8.5"X13", 80 gsm**
3. **Twenty (20) pieces of BROWN ENVELOPE, long size**
4. **Twenty (20) pieces s of BROWN ENVELOPE, short size**
5. **Twenty (20) pieces of CLICK GEL PEN, black**
6. **Twenty (20) pieces of CORRECTION TAPE, film base type, 6 meters**
7. **Twenty (20) boxes of PAPER TOWEL**
8. **Two (2) gallons of ETHYL ALCOHOL**
9. **Sixty (60) gallons of DISTILLED WATER, 7 liters**

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.: **24-04-187**

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.	10	Reams	BOND PAPER, A4, 80gsm	P 4,000.00		
2.	10	Reams	BOND PAPER, 8.5"X13", 80 gsm	P 4,000.00		
3.	20	Pieces	BROWN ENVELOPE, long size	P 2,000.00		
4.	20	Pieces	BROWN ENVELOPE, short size	P 1,000.00		
5.	20	Pieces	CLICK GEL PEN, black	P 1,250.00		
6.	20	Pieces	CORRECTION TAPE, film base type, 6 meters	P 1,000.00		
7.	20	Boxes	PAPER TOWEL	P 4,000.00		
8.	2	Gallons	ETHYL ALCOHOL	P 4,000.00		
9.	60	Gallons	DISTILLED WATER, 7 liters	P 7,200.00		
<i>Note: for the Environmental Engineering Project</i>						

PAGE 1 OF 1

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

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