



## 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 Common Use Supplies for the Library of the University**

Approved Budget Cost: **Php 31,460.00**

Purchase Request No.: **PR 24-04-210**

Closing Date: **July 2, 2024 @ 9:30 AM**

Description:

1. **Twenty (20) pairs of Heavy Duty Book End Stand (H7"xW6") 2pcs/pair**
2. **Twenty – Five (25) reams of Bondpaper Long, substance 20**
3. **Twenty – Five (25) reams reams of Bondpaper A4, substance 20**
4. **Two (2) gallons of Ethyl Alcohol, 70% Solution, 1 gallon**
5. **Ten (10) boxes of Ballpen, 25 pcs/box, Blue**
6. **Ten (10) boxes of Ballpen, 25 pcs/box, Black**
7. **Twenty (20) boxes of Binder clip, 2"**
8. **Twenty (20) boxes of Binder clip, 1"**
9. **Thirty (30) pieces of Cartolina, assorted color**
10. **Ten (10) packs of Color paper, short size, 20 pcs/pack**
11. **Ten (10) packs of Construction paper assorted color, 9" x12", 20 pcs/pack**
12. **Ten (10) pieces of Correction tape, 8m**
13. **Five (5) pieces of Cutter knife, snap-off, 18mm**
14. **Five (5) tubes of Cutter blades, 9mm, 20pcs/tube**
15. **Five (5) tubes of Cutter blades, 18mm, 20pcs/tube**
16. **Ten (10) rolls of Double Adhesive tape, 18mm x 10m**
17. **Thirty (30) pieces of Envelope brown, long**
18. **Thirty (30) pieces of Envelope brown, short**
19. **Thirty (30) pieces of Envelope brown, expandable long**
20. **Five (5) pieces of Eraser**
21. **Thirty (30) pieces of Folder expandable, long**
22. **Thirty (30) pieces of Plastic Folder, red color, long**
23. **Thirty (30) pieces of Plastic Folder, white, short**
24. **Thirty (30) pieces of Folder white, long**

**25. Thirty (30) pieces of Folder white, short**

**26. Five (5) pieces of Glue gun, Big**

**27. Five (5) pieces of Tape dispenser, table top**

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 **July 2, 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.: **24-04-210**

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 JUL 02 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 \_\_\_\_\_ DAY UPON RECEIPT OF THE PURCHASE ORDER OR NOTICE TO PROCEED.
  - 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  | pairs   | Heavy Duty Book End Stand (H7"xW6") 2pcs/pair           | ₱ 2,400.00                             |           |            |
| 2.       | 25  | reams   | Bondpaper Long, substance 20                            | ₱ 8,750.00                             |           |            |
| 3.       | 25  | reams   | Bondpaper A4, substance 20                              | ₱ 7,500.00                             |           |            |
| 4.       | 2   | gallons | Ethyl Alcohol, 70% Solution, 1 gallon                   | ₱ 1,100.00                             |           |            |
| 5.       | 10  | boxes   | Ballpen, 25 pcs/box, Blue                               | ₱ 1,300.00                             |           |            |
| 6.       | 10  | Boxes   | Ballpen, 25 pcs/box, Black                              | ₱ 1,300.00                             |           |            |
| 7.       | 20  | boxes   | Binder clip, 2"   | ₱ 1,000.00                             |           |            |
| 8.       | 20  | boxes   | Binder clip, 1"   | ₱ 500.00                               |           |            |
| 9.       | 30  | pcs     | Cartolina assorted color                                | ₱ 300.00                               |           |            |
| 10.      | 10  | packs   | Color paper, short size 20 pcs/pack                     | ₱ 500.00                               |           |            |
| 11.      | 10  | packs   | Construction paper assorted color, 9" x12", 20 pcs/pack | ₱ 330.00                               |           |            |
| 12.      | 10  | pcs     | Correction tape, 8m                                     | ₱ 200.00                               |           |            |
| 13.      | 5   | pcs     | Cutter knife, snap-off, 18mm                            | ₱ 225.00                               |           |            |
| 14.      | 5   | tubes   | Cutter blades, 9mm, 20pcs/tube                          | ₱ 150.00                               |           |            |
| 15.      | 5   | tubes   | Cutter blades, 18mm, 20pcs/tube                         | ₱ 175.00                               |           |            |
| 16.      | 10  | rolls   | Double Adhesive tape, 18mm x 10m                        | ₱ 300.00                               |           |            |
| 17.      | 30  | pcs     | Envelope brown, long                                    | ₱ 390.00                               |           |            |
| 18.      | 30  | pcs     | Envelope brown, short                                   | ₱ 390.00                               |           |            |
| 19.      | 30  | pcs     | Envelope brown, expandable long                         | ₱ 450.00                               |           |            |
| 20.      | 5   | pcs     | Eraser  | ₱ 100.00                               |           |            |

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|     |    |     |                                 |   |        |  |  |
|-----|----|-----|---------------------------------|---|--------|--|--|
| 21. | 30 | pcs | Folder expandable, long         | ₱ | 900.00 |  |  |
| 22. | 30 | pcs | Plastic Folder, red color, long | ₱ | 750.00 |  |  |
| 23. | 30 | pcs | Plastic Folder, white, short    | ₱ | 300.00 |  |  |
| 24. | 30 | pcs | Folder white, long              | ₱ | 600.00 |  |  |
| 25. | 30 | pcs | Folder white, short             | ₱ | 300.00 |  |  |
| 26. | 5  | pcs | Glue gun, Big                   | ₱ | 750.00 |  |  |
| 27. | 5  | pcs | Tape dispenser, table top       | ₱ | 500.00 |  |  |

Total: \_\_\_\_\_

EPS Reference Number : \_\_\_\_\_

EPS Solicitation Number : \_\_\_\_\_

EPS Closing Date : \_\_\_\_\_

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 / DANNI VINCENT L. VILLAREAL**  
Canvasser

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No./Cellphone #

\_\_\_\_\_  
Date