



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 Office Supplies for the College of Nursing of this University**

Approved Budget Cost: **Php 103,398.00**

Purchase Request No.: **PR 24-05-237**

Closing Date: **June 18, 2024 @ 9:30 AM**

Description:

1. **Fifty (50) reams of Bond Paper, A4 size, 70gsm, Subs. 20**
2. **Seventy – Five (75) reams of Bond Paper, Legal size, 70gsm, Subs. 20**
3. **Ten (10) pieces of Record Book, 300 pages, 214mm x 278mm**
4. **Ten (10) pieces of Record Book, 500 pages, 214mm x 278mm**
5. **Two (2) pieces of Stapler #35**
6. **One (1) piece of Heavy Duty Stapler (Binder type)**
Specification:
Stapling Capacity in Sheets 50-240 (18mm)
Throat Depth (68mm),
Load Capacity: 100 staples
7. **Fifty (50) packs of Tissue (Interfolded Paper Towel)**
175 pulls
8. **Fifty (50) rolls of Toilet Tissue Paper**
2 ply
9. **Five Hundred (500) pieces of Envelop Brown, Long Size**
10. **Fifty (50) packs of Dry Cell Battery, AA size, 2 pcs/pack**
11. **Fifty (50) packs of Dry Cell Battery, AAA size, 2 pcs/pack**
12. **Ten (10) bottles of Stamp Pad Ink**
5 black color/5 blue color
13. **Twenty – Five (25) bottles of All-purpose Glue, 200 grams**
14. **Thirty – Five (35) boxes of Staple Wire #35**
15. **Five (5) boxes of Heavy Duty Staple wire (binder type) 23/13**
16. **Three (3) rolls of Electrical Tape**
17. **Twenty (20) rolls of Masking Tape , 24mm, 1"**
18. **Twenty (20) rolls of Masking Tape , 48mm, 2"**
19. **Twenty (20) boxes of Paper Clip, vinly coated, 33mm**
20. **Forty (40) boxes of Paper Clip, vinly coated, 50mm**

21. One Hundred Sixty (160) pieces of Pencil, lead/graphite with eraser

22. Two (2) pieces of Pencil Sharpener
Manual, Table type, heavy duty

23. Two (2) pieces of Heavy Duty Puncher

24. Forty (40) boxes of Rubber band #18

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 **June 18, 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.: 24-05-237

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 **at 9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JUN 18 2024

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

NOTE:

- 1 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD _____ CALENDAR DAYS UPON 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.	50	reams	Bond Paper, A4 size, 70gsm, Subs. 20	10,000.00		
2.	75	reams	Bond Paper, Legal size, 70gsm, Subs. 20	16,875.00		
3.	10	pcs	Record Book, 300 pages, 214mm x 278mm	650.00		
4.	10	pcs	Record Book, 500 pages, 214mm x 278mm	950.00		
5.	2	pcs	Stapler #35	460.00		
6.	1	pc	Heavy Duty Stapler (Binder type) <i>Specification:</i> <i>Stapling Capacity in Sheets 50-240 (18mm)</i> <i>Throat Depth (68mm),</i> <i>Load Capacity : 100 staples</i>	1,500.00		
7.	50	packs	Tissue (Interfolded Paper Towel) 175 pulls	3,000.00		
8.	50	rolls	Toilet Tissue Paper 2 ply	750.00		
9.	500	pcs	Envelop Brown, Long Size	10,000.00		
10.	50	packs	Dry Cell Battery, AA size	5,976.00		
11.	50	packs	Dry Cell Battery, AAA size	11,107.00		
12.	10	bots	Stamp Pad Ink 5 black color/5 blue color	240.00		

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 / RALPH JUDE LLACUÑA
 Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

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JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

13.	25	bots	All-purpose Glue, 200 grams	19,500.00		
14.	35	boxes	Staple Wire #35	1,400.00		
15.	5	boxes	Heavy Duty Staple wire (binder type) 23/13	1,700.00		
16.	3	rolls	Electrical Tape	210.00		
17.	20	rolls	Masking Tape 24mm, 1"	520.00		
18.	20	rolls	Masking Tape , 48mm, 2"	1,100.00		
19.	20	boxes	Paper Clip, vinly coated, 33mm	440.00		
20.	40	boxes	Paper Clip, vinly coated, 50mm	2,900.00		
21.	160	pcs	Pencil, lead/graphite with eraser	5,000.00		
22.	2	pcs	Pencil Sharpener <i>Manual, Table type, heavy duty</i>	520.00		
23.	2	pcs	Heavy Duty Puncher	600.00		
24.	40	boxes	Rubber band #18	8,000.00		

Total: _____

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EPS Solicitation Number : _____
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Tel .No./Cellphone #

Date