



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE FOR GOODS**  
Normal Road, Baliwasan Zamboanga City  
Telefax.: 062-992-3084  
[www.wmsu.edu.ph](http://www.wmsu.edu.ph)



### 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 Extension Services (Sibika Hub)**

Approved Budget Cost: **PHP 96,000.00**

Purchase Request No.: **PR 24-07-331**

Closing Date: **August 7, 2024 9:30 AM**

Description:

- 1.) Eighty (80) packs of Special Paper for Certificates  
A4 Matte
- 2.) Sixty (60) reams of Bond Paper 8.5 x 13  
for handouts
- 3.) Seven Hundred Fifty (750) pcs of Brown Envelope long  
for handouts  
10" x 15"
- 4.) Seven (7) sets of Printer Ink  
for Epson L3210 (black, yellow, magenta, cyan)
- 5.) Seven Hundred Fifty (750) pcs of Ballpen Black
- 6.) Eighty (80) packs of Glossy Sticker Paper  
Long (216mm x 330mm)  
20 pcs/packs
- 7.) Seven Hundred Fifty (750) pcs of Notebooks Lined-Paper Composition  
40 leaves, 52 gsm
- 8.) Twenty-One (21) boxes of Colored Chalk  
100 pcs small box  
0.9 cm D x 8.0 cm.
- 9.) Twenty (20) pcs of Illustration Board  
1 Whole  
30" x 40"
- 10.) Fifteen (15) reams of Bond Paper Short  
8.5" x 11"
- 11.) Fifteen (15) reams of Bond Paper A4
- 12.) Forty (40) sets of Highlighter Pen  
4 colors per pack  
12 x 2 x 2 cm
- 13.) Twenty (20) pads of Sticky Notes  
47.6 mm x 47.6 mm  
90 notes per pad



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- 14.) Thirty (30) pcs of Clear Envelope, Long
- 15.) Fifty (50) pcs of Ballpen  
Blue
- 16.) Fifty (50) pcs of Sign Pen  
Blue
- 17.) Thirty (30) pad of Yellow Pad
- 18.) Twenty (20) packs of Sticky Notes Film Index  
assorted colors  
1.3 cm x 4.3 cm
- 19.) Seventy (70) pcs of Manila Paper
- 20.) Twenty-Five (25) pcs of Permanent Marker  
Broad tip, Black
- 21.) Twenty (20) rolls of Packing Tape  
Clear  
48 mm X 80 mm
- 22.) Twenty-Five (25) pcs of White Board Marker  
Black
- 23.) Twenty-Five (25) pcs of Permanent Marker  
Broad Tip, Blue
- 24.) Fifteen (15) boxes of Crayons  
24 colors

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 August 7, 2024 9:30 AM at the BAC Office, 2nd Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email ([bac@wmsu.edu.ph](mailto:bac@wmsu.edu.ph)) or through facsimile at (062) 991-1771 loc 1003  
For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.

# REQUEST FOR QUOTATION

Western Mindanao State University

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

PR No.: 24-07-331

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 AUG 07 2024 at 9:30 A.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

**JOSELITO D. MADRIGNAL, 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.	80	packs	Special Paper for Certificates A4 Matte	₱ 5,600.00		
2.	60	reams	Bond Paper 8.5 x 13 for handouts	₱ 18,000.00		
3.	750	pcs	Brown Envelope long for handouts 10" x 15"	₱ 3,750.00		
4.	7	sets	Printer Ink for Epson L3210 (black, yellow, magenta, cyan)	₱ 7,000.00		
5.	750	Pcs	Ballpen Black	₱ 11,250.00		
6.	80	pack	Glossy Sticker Paper Long (216mm x 330mm) 20 pcs/packs	₱ 4,000.00		
7.	750	pcs	Notebooks Lined-Paper Composition 40 leaves, 52 gsm	₱ 15,000.00		
8.	21	boxes	Colored Chalk 100 pcs small box 0.9 cm D x 8.0 cm	₱ 2,100.00		
9.	20	pcs	Illustration Board 1 Whole 30" x 40"	₱ 4,000.00		
10.	15	reams	Bond Paper Short 8.5" x 11"	₱ 4,200.00		
11.	15	reams	Bond Paper A4	₱ 4,350.00		
12.	40	sets	Highlighter Pen 4 colors per pack 12 x 2 x 2 cm	₱ 3,000.00		
13.	20	pads	Sticky Notes 47.6 mm x 47.6 mm 90 notes per pad	₱ 1,000.00		

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.

<b>PhilGEPS Certificate No.:</b> _____ <b>Certificate Reference No.:</b> _____
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**REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA**  
 Canvasser

\_\_\_\_\_  
 Printed Name/Signature  
 \_\_\_\_\_  
 Tel. No./Cellphone #  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date



# REQUEST FOR QUOTATION

## Western Mindanao State University

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14.	30	pcs	Clear Envelope, Long	P	450.00		
15.	50	pcs	Ballpen Blue	P	750.00		
16.	50	pcs	Sign Pen Blue	P	1,250.00		
17.	30	pad	Yellow Pad	P	2,250.00		
18.	20	packs	Sticky Notes Film Index assorted colors 1.3 cm x 4.3 cm	P	1,000.00		
19.	70	pcs	Manila Paper	P	700.00		
20.	25	pcs	Permanent Marker Broad tip, Black	P	1,250.00		
21.	20	rolls	Packing Tape Clear 48 mm X 80 mm	P	1,100.00		
22.	25	pcs	White Board Marker Black	P	1,250.00		
23.	25	pcs	Permanent Marker 5 Broad Tip, Blue	P	1,250.00		
24.	15	boxes	Crayons 24 colors	P	1,500.00		
Note: for the Extension Services (Sibika Hub)							

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

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

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

\_\_\_\_\_  
 Date