



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 Supplies and Materials for the VP RESEL**

Approved Budget Cost: **PHP 80,436.40**

Purchase Request No.: **PR 24-07-332**

Closing Date: **October 8, 2024 9:30 AM**

Description:

- 1.) *Eighty-Six (86) pcs of Sign pen, Fine 0.7mm, blue*
- 2.) *Five (5) pcs of Highlighter assorted color*
- 3.) *Thirty (30) pcs of Stapler
No. 35 with remover, heavy duty*
- 4.) *One (1) piece of UTILITY BOX
Plastic Mega Box
155L capacity*
- 5.) *Twenty-Five (25) boxes of Ballpen, 50pcs, blue color*
- 6.) *Four (4) boxes of Whiteboard Marker, blue, fine/broad point*
- 7.) *Twelve (12) boxes of Staple Wire
No. 35*
- 8.) *Fifty-One (51) pcs of Folder, long, white*
- 9.) *Five (5) packs of PARCHMENT PAPER
Short/ A4 size
100 pcs/pack*
- 10.) *Two (2) roll of Tape dispenser, 1 inch tape size*
- 11.) *Eighty (80) pcs of Envelope, Brown, Long*
- 12.) *Two Hundred Five (205) pcs of Envelope, Transparent Envelope (Long)*
- 13.) *Eighty-Five (85) pcs of Notebook, 50 leaves*
- 14.) *Four (4) boxes of Pencil, No. 1
12 pcs/ box*
- 15.) *Twenty (20) pcs of Permanent Marker, black*
- 16.) *Fifteen (15) pcs of Arch File/Data Folder, Yellow, legal size*
- 17.) *Three (3) pcs of Corkboard with Frame (for Bulletin Board)
60 x 90 centimeters (2 x 3 ft)*
- 18.) *Two (2) pcs of Plastic Expanding Folder
Expanding/ Accordion File 13 Pockets w/ Handle*



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE FOR GOODS
Normal Road, Baliwasan Zamboanga City
Telefax.: 062-991-1771 loc 1003
www.wmsu.edu.ph



- 19.) *Ten (10) pcs of Folding Envelope*
Elastic band for ease of handling, legal size
- 20.) *Five (5) rolls of Clear/ Transparent Packing Tape*
100-200 Meter Long
- 21.) *Five (5) pcs of Filing box, Long*
H-9 1/2" x W-5" x L-16"
- 22.) *Ninety-Five (95) pcs of FF-L file folder (14pts legal size)*
- 23.) *Eight (8) bottles of Whiteboard Marker Ink, 500 ml*
- 24.) *Three (3) boxes of Whiteboard Marker*
black, fine/broad point
- 25.) *Ten (10) pcs of Sign pen*
Fine 0.7mm black
- 26.) *Five (5) pcs of Cutter Knife*
large size, heavy duty
- 27.) *Five (5) pcs of Scissors*
large heavy duty
- 28.) *Fifteen (15) pcs of Brown folder, short*
- 29.) *Fifteen (15) pcs of Brown folder, long*
- 30.) *Two (2) boxes of Face masks, blue color*
- 31.) *Five (5) boxes of Push Pins, multi colors, 100 pcs/box*
- 32.) *Fifteen (15) boxes of Paper Clip*
50mm, vinyl coated, multi color 100 pcs/box
- 33.) *Thirty (30) pcs of Correction Tape, 5mm x 25m*
- 34.) *Ten (10) rolls of Masking Tape, 1*
1/2"
- 35.) *Ten (10) rolls of Masking tape, 2"*
- 36.) *Seven (7) bottles of Permanent marker ink refill*
- 37.) *Fifty-Five (55) pcs of Cartolina, assorted color*
- 38.) *Sixty-Five (65) pcs of FOLDER SHORT*
FSI file folder (11pts short size)
- 39.) *Thirty-Five (35) reams of Bond Paper short, 70gsm, Subs. 20*
- 40.) *Twenty (20) pcs of Expandable Folder*
Long size with garter, red color
- 41.) *Twenty-Eight (28) packs of Vellum Paper*
A4 size, 10pcs/pack



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42.) *One (1) piece of Steel Filing Cabinet*
3 Drawer Steel Cabinet (18 x 28)
Vertical

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.

Pursuant to Annex “H” documentary requirements interested bidders are required to submit their valid and current Mayor’s Permit, PhilGEPS Registration and other relevant documents (if necessary), 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 **October 8, 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) 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.: **24-07-332**

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 OCT 08 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 _____ 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.	86	pcs	Sign pen, Fine 0.7mm, blue.	P8,600.00		
2.	5	pcs	Highlighter assorted color.	P150.00		
3.	30	pcs	Stapler No. 35 with remover, heavy duty.	P6,000.00		
4.	1	piece	Utility Box Plastic Mega Box 155L capacity.	P1,300.00		
5.	25	boxes	Ballpen, 50pcs, blue color.	P5,000.00		
6.	4	boxes	Whiteboard Marker, blue, fine/broad point.	P2,800.00		
7.	12	boxes	Staple Wire No. 35.	P600.00		
8.	51	pcs	Folder, long, white.	P510.00		
9.	5	packs	Parchment Paper Short/ A4 size 100 pcs/pack.	P1,000.00		
10.	2	Rolls	Tape dispenser, 1 inch tape size.	P406.40		
11.	80	pcs	Envelope, Brown, Long.	P800.00		
12.	205	pcs	Envelope, Transparent Envelope (Long).	P4,100.00		
13.	85	pcs	Notebook, 50 leaves .	P2,550.00		
14.	4	boxes	Pencil, No. 1 12 pcs/ box.	P420.00		
15.	20	pcs	Permanent Marker, black.	P1,000.00		
16.	15	pcs	Arch File/Data Folder, Yellow, legal size.	P3,000.00		
17.	3	pcs	Corkboard with Frame (for Bulletin Board)60 x 90 centimeters (2 x 3 ft).	P3,000.00		
18.	2	pcs	Plastic Expanding Folder Expanding/ Accordion File 13 Pockets w/ Handle.	P600.00		
19.	10	pcs	Folding Envelope Elastic band for ease of handling, legal size..	P500.00		
20.	5	rolls	Clear/ Transparent Packing Tape 100-200 Meter Long.	P400.00		
21.	5	pcs	Filing box, Long H-9 1/2" x W-5" x L-16"..	P1,000.00		


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

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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.: _____

POSTED BY: 

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature _____
 Tel .No./Cellphone # _____
 Date _____

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22	95	pcs	FF-L file folder (14pts legal size)..	P1,900.00		
23	8	bottles	Whiteboard Marker Ink, 500 ml.	P2,400.00		
24	3	boxes	Whiteboard Marker black, fine/broad point.	P2,100.00		
25	10	pcs	Sign pen Fine 0.7mm black.	P 1,000.00		
26	5	pcs	Cutter Knife large size, heavy duty.	P500.00		
27	5	pcs	Scissors large heavy duty.	P500.00		
28	15	pcs	Brown folder, short.	P300.00		
29	15	pcs	Brown folder, long .	P300.00		
30	2	boxes	Face masks, blue color.	P200.00		
31	5	boxes	Push Pins, multi colors, 100 pcs/box..	P250.00		
32	15	boxes	Paper Clip 50mm, vinyl coated, multicolor 100 pcs/box.	P750.00		
33	30	pcs	Correction Tape, 5mm x 25m.	P1,500.00		
34	10	rolls	Masking Tape, 1 1/2".	P700.00		
35	10	rolls	Masking tape, 2".	P700.00		
36	7	bottles	Permanent marker ink refill.	P2,450.00		
37	55	pcs	Cartolina, assorted color.	P1,100.00		
38	65	pcs	Folder Short FSI file folder (11pts short size)..	P1,300.00		
39	35	reams	Bond Paper short, 70gsm, Subs. 20.	P8,750.00		
40	20	pcs	Expandable Folder Long size with garter, red color.	P600.00		
41	28	packs	Vellum Paper A4 size, 10pcs/pack.	P1,400.00		
42	1	piece	Steel Filing Cabinet 3 Drawer Steel Cabinet (18 x 28) Vertical .	P8,000.00		
<i>Note: for the RESEL of the University</i>						

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After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

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POSTED BY: |

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date