



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 for the Testing and Evaluation Center of the University***

Approved Budget Cost: ***PHP 162,794.00***

Purchase Request No.: ***PR 24-07-346***

Closing Date: ***August 14, 2024***

Description:

- 1.) *Twelve (12) pcs of Toilet Deodorant Cake, 50grams*
- 2.) *Four (4) pcs of Duster Cleaner (Fiber/Cloth)*
- 3.) *Two (2) pcs of Mop Head (Cotton)*
- 4.) *Two (2) bottles of Stamp Pad Ink violet 60 ml/bottle*
- 5.) *Fifty (50) rolls of TAPE, masking, 48 mm, 2" x 100m*
- 6.) *Fifty (50) rolls of TAPE, packaging, 48 mm, 2" x 100m*
- 7.) *Fifty (50) rolls of TAPE, transparent, 24mm, 1"*
- 8.) *Fifty (50) rolls of TAPE, transparent, 48 mm, 2"*
- 9.) *Five (5) boxes of ENVELOPE, Documentary, A4*
- 10.) *Five (5) boxes of ENVELOPE, Documentary, legal*
- 11.) *Three (3) boxes of COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm*
- 12.) *Fifty (50) pcs of Expandable Envelope, A4, Garterized*
- 13.) *Fifty (50) pcs of Expandable Envelope, Long, Garterized*
- 14.) *Three (3) packs of Tissue Paper 2-ply, 12 rolls/pack*
- 15.) *Ten (10) bottles of Alcohol, Isoprophyl 70% Solution 500ml/bottle*
- 16.) *Fifty (50) pcs of Folder, Long, 14 pts*
- 17.) *Fifty (50) pcs of Folder, Short, 14 pts*
- 18.) *One (1) gallon of White Glue, 1 gallon, Non-toxic, non flammable*
- 19.) *Two (2) bottles of Padding Glue, Red, 500 grams*
- 20.) *One Hundred (100) pcs of Correction Tape, 30m long, 4.6 x 9.5 x 1.5cm*



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



- 21.) *Two (2) pcs of Paper Tray Organizer, 3 layers, metal, mesh type, gray color*
- 22.) *One Hundred Forty (140) reams of Bond Paper, A4, Sub 28, GSM 100*
- 23.) *Eighty-Five (85) reams of Bond Paper, Long (8.5x13), Subs. 24, GSM 80*
- 24.) *Eighty-Five (85) reams of Bond Paper, A4, Sub 16, GSM 70*
- 25.) *Eighty-Five (85) reams of Bond Paper, A4, Sub 18, GSM 80*

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 14, 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

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: **24-07-346**

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 14 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.	12	pcs	Toilet Deodorant Cake, 50grams	P 312.00		
2.	4	pcs	Duster Cleaner (Fiber/Cloth)	P 264.00		
3.	2	pcs	Mop Head (Cotton)	P 100.00		
4.	2	bottles	Stamp Pad Ink violet 60 ml/bottle	P 48.00		
5.	50	rolls	TAPE, masking, 48 mm, 2" x 100m	P 2,750.00		
6.	50	rolls	TAPE, packaging, 48 mm, 2" x 100m	P 1,300.00		
7.	50	rolls	TAPE, transparent, 24mm, 1"	P 600.00		
8.	50	rolls	TAPE, transparent, 48 mm, 2"	P 1,300.00		
9.	5	boxes	ENVELOPE, Documentary, A4	P 6,000.00		
10.	5	boxes	ENVELOPE, Documentary, legal	P 6,500.00		
11.	3	boxes	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	P 3,150.00		
12.	50	pcs	Expandable Envelope, A4, Garterized	P 800.00		
13.	50	pcs	Expandable Envelope, Long, Garterized	P 1,000.00		
14.	3	packs	Tissue Paper 2-ply, 12 rolls/pack	P 360.00		
15.	10	bottles	Alcohol, Isoprophyl 70% Solution 500ml/bottle	P 1,050.00		
16.	50	pcs	Folder, Long, 14 pts	P 700.00		
17.	50	pcs	Folder, Short, 14 pts	P 600.00		
18.	1	gallon	White Glue, 1 gallon, Non-toxic, non flammable	P 580.00		

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

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: **24-07-346**

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 14 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

19.	2	bottles	Padding Glue, Red, 500 grams	₱ 680.00		
20.	100	pcs	Correction Tape, 30m long, 4.6 x 9.5 x 1.5cm	₱ 5,000.00		
21.	2	pcs	Paper Tray Organizer, 3 layers, metal, mesh type, gray color	₱ 1,500.00		
22.	140	reams	Bond Paper, A4, Sub 28, GSM 100	₱ 72,100.00		
23.	85	reams	Bond Paper, Long (8.5x13), Subs. 24, GSM 80	₱ 21,250.00		
24.	85	reams	Bond Paper, A4, Sub 16, GSM 70	₱ 17,850.00		
25.	85	reams	Bond Paper, A4, Sub 18, GSM 80	₱ 17,000.00		
			Note: for the Testing and Evaluation Center			

PAGE 1 of 1

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 / RALPH JUDE LLACUÑA
 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone #

 Date