



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 RPDU***

Approved Budget Cost: ***Php 20,550.00***

Purchase Request No.: ***PR 24-08-366***

Closing Date: ***September 11, 2024 9:30 AM***

Description:

- 1.) *Ten (10) reams of Bond Paper, 8.5"x13", Subs 20, 70 GSM, 500 sheet/ream.*
- 2.) *Thirty (30) pcs of Folder, Long, White Color*
- 3.) *Thirty (30) pcs of Folder, Short, White Color*
- 4.) *Thirty (30) pcs of Expanding Envelop, Long, Brown*
- 5.) *Thirty (30) pcs of Expanding Envelop, Short, Brown*
- 6.) *Eighteen (18) sets of Printer Ink
for Epson L3210 # 003 (Cyan, Magenta, Black, Yellow)*
- 7.) *One (1) box of Ballpen, gel pen, 0.5mm, 12 pcs/box*
- 8.) *Three (3) pcs of Correction Tape, 8m long*
- 9.) *Two (2) boxes of Paper Clip (Vinyl Coated, 50mm)*
- 10.) *Five (5) boxes of Fastener, 50 pcs/box*
- 11.) *Nine (9) pcs of Clear Book, Long, Red Color*
- 12.) *One (1) piece of Puncher, Big, 2-holes*
- 13.) *One (1) piece of Stapler, No. 35, Big, Red Color*
- 14.) *One (1) box of Staple Wire, No. 35*

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.



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



Submission of Quotation and eligibility documents is on or before **September 11, 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.: **24-08-366**

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 **SEP 11 2024** at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSE LITO 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.	10	reams	Bond Paper, 8.5"x13", Subs 20, 70 GSM, 500 sheet/ream	₱ 2,500.00		
2.	30	pcs	Folder, Long, White Color	₱ 180.00		
3.	30	pcs	Folder, Short, White Color	₱ 180.00		
4.	30	pcs	Expanding Envelop, Long, Brown	₱ 900.00		
5.	30	pcs	Expanding Envelop, Short, Brown	₱ 750.00		
6.	18	sets	Printer Ink for Epson L3210 # 003 (Cyan, Magenta, Black, Yellow)	₱ 13,500.00		
7.	1	box	Ballpen, gel pen, 0.5mm, 12 pcs/box	₱ 300.00		
8.	3	pcs	Correction Tape, 8m long	₱ 210.00		
9.	2	boxes	Paper Clip (Vinyl Coated, 50mm)	₱ 70.00		
10.	5	boxes	Fastener, 50 pcs/box	₱ 200.00		
11.	9	pcs	Clear Book, Long, Red Color	₱ 1,170.00		
12.	1	pc	Puncher, Big, 2-holes	₱ 300.00		
13.	1	pc	Stapler, No. 35, Big, Red Color	₱ 200.00		

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.: _____

RECEIVED BY: [Signature]

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone #

 Date

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14.	I	box	Staple Wire, No. 35	₱	90.00		
			<i>Note: for the RPDU of the University</i>				

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Total: _____

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