



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](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 for the RPDU**

Approved Budget Cost: **Php 13,025.00**

Purchase Request No.: **PR 24-09-459**

Closing Date: **October 22, 2024 9:30 AM**

Description:

- 1.) *Ten (10) reams of Bond Paper, 8.5" X 13"(Long), Subs 20, 70 GSM*
- 2.) *Thirty (30) pcs of Folder, Size: Long, Color: White*
- 3.) *Thirty (30) pcs of Folder, Size: Short, Color: White*
- 4.) *Thirty (30) pcs of Expanding Envelop (Long; Brown)*
- 5.) *Twenty-Nine (29) pcs of Expanding Envelop (Short; Brown)*
- 6.) *Eight (8) sets of Printer Ink for Epson L3210, # 003(Cyan, Magenta, Black, Yellow)*
- 7.) *One (1) box of Sign Pen, 0.5mm, 12 pcs/box*
- 8.) *Three (3) pcs of Correction Tape, 8m-length*
- 9.) *Two (2) box of Paper Clip, Vinyl Coated, 50mm*
- 10.) *Five (5) box of Paper Fastener, 50 pcs/box*
- 11.) *Nine (9) pcs of Clear Book, Size: Long, Color: Red*
- 12.) *One (1) pc of Puncher, 2-hole, Size: Big*
- 13.) *One (1) pc of Stapler, No. 35, Color: Red.*
- 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.



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Submission of Quotation and eligibility documents is on or before **October 22, 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.: **24-09-459**

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 22 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 \_\_\_\_\_ UPON RECEIPT OF THE PURCHASE ORDER/ NOTICE TO PROCEED
- 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	<b>Bond Paper,</b> <i>8.5" X 13"(Long), Subs 20, 70 GSM.</i>	₱ 2,500.00		
2.	30	pcs	<b>Folder</b> <i>Size: Long, Color: White</i>	₱ 180.00		
3.	30	pcs	<b>Folder</b> <i>Size: Short, Color: White.</i>	₱ 180.00		
4.	30	pcs	<b>Expanding Envelop (Long; Brown)</b>	₱ 900.00		
5.	29	pcs	<b>Expanding Envelop (Short; Brown)</b>	₱ 725.00		
6.	8	sets	<b>Printer Ink</b> <i>for Epson L3210, # 003(Cyan, Magenta, Black, Yellow)</i>	₱ 6,000.00		
7.	1	box	<b>Sign Pen, 0.5mm, 12 pcs/box</b>	₱ 300.00		
8.	3	pcs	<b>Correction Tape, 8m-length</b>	₱ 210.00		
9.	2	box	<b>Paper Clip, Vinyl Coated, 50mm.</b>	₱ 70.00		
10.	5	box	<b>Paper Fastener, 50 pcs/box.</b>	₱ 200.00		
11.	9	pcs	<b>Clear Book, Size: Long, Color: Red</b>	₱ 1,170.00		
12.	1	pc	<b>Puncher, 2-hole, Size: Big.</b>	₱ 300.00		
13.	1	pc	<b>Stapler, No. 35, Color: Red.</b>	₱ 200.00		
14.	1	box	<b>Staple Wire, No. 35.</b>	₱ 90.00		

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 / DANNI VINCENT L. VILLAREAL*  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date