



## 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 Printing Supplies and Materials for the University Press**

Approved Budget Cost: **PHP 283,971.00**

Purchase Request No.: **PR 25-01-024**

Closing Date: **February 5, 2025 9:30 AM**

Description:

- 1.) *Two (2) set of Printer Ink  
for existing Epson L14150 printer, Ink No. 001 - CMY BK Set*
- 2.) *Two (2) set of Printer Ink  
for existing Epson L3210 printer, Ink No. 003 - CMY BK Set*
- 3.) *Two (2) set of Printer Ink  
for existing Epson L5190 printer, Ink No. 003 - CMY BK Set*
- 4.) *Two (2) set of Printer Ink  
for existing Epson L3118 printer, Ink No. 004 - CMY BK Set*
- 5.) *Four (4) pcs of Printer Ink  
for existing Brother printer, Toner Cartridge DCP-L2540DW*
- 6.) *Five Thousand (5000) pcs of Krome Kote No. 189 (13 inches X 18 inches).*
- 7.) *Five Thousand (5000) pcs of Krome Kote No. 189 (12.5 inches X 18 inches).*
- 8.) *One Hundred (100) ream of Book Paper Book 60 (by reams) 11 inches X 17 inches.*
- 9.) *Fifty (50) pcs of White Vellum Short Size (8.5" x 11")*
- 10.) *Five Hundred (500) pcs of Parchment paper short size (8.5" x 11").*
- 11.) *Ten (10) box of Laid Bond (Box).*
- 12.) *One Thousand (1000) pcs of Chipboard #30 to be cut into 9 x 13 3/4. 0*
- 13.) *Two Hundred Fifty (250) sheet of Cartolina white Whole Size (cut into 11 3/4 x 16 1/2 inches) by sheet.*
- 14.) *Twenty (20) pack of Laminating Film, A4 (210x297 mm) 80 microns 100 sheets/pack*
- 15.) *Twenty-Five (25) pack of Photopaper, Glossy, A4 (210 x 297 mm) 230 GSM 20 sheet/pack*
- 16.) *Ten (10) pack of Sticker Paper  
8.5 x 13 inches (folio)  
Glossy, 100 sheets/pack*
- 17.) *Twenty (20) pack of Sticker Paper A4 (210x297 mm) glossy 100 sheets/pack*
- 18.) *Five (5) gallon of White Sticky Glue*



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)



- 19.) *Two (2) box of Staple Wire 6mm*
- 20.) *Two (2) box of Staple Wire 8mm*
- 21.) *Two (2) box of Staple Wire 10mm*
- 22.) *Two (2) box of Staple Wire 13mm*
- 23.) *Two (2) box of Staple Wire 15mm*
- 24.) *Two (2) box of Staple Wire 17mm*
- 25.) *Ten (10) tube of Cutter Blade 10 x 17.7mm*
- 26.) *One (1) pc of Blade for existing Electric Cutter Machine  
thickness: 6mm  
hole diameter: 6mm  
no. of holes: 7  
length: 504mm  
height: 42mm*
- 27.) *Two (2) pcs of Cutterstick-standard size*
- 28.) *Ten (10) pcs of Plastic Comb Binding Ring 1/4"*
- 29.) *Ten (10) pcs of Plastic Comb Binding Ring 1/2"*
- 30.) *Ten (10) pcs of Plastic Comb Binding Ring 3/4"*
- 31.) *Ten (10) pcs of Plastic Comb Binding Ring 1"*
- 32.) *Ten (10) pcs of Plastic Comb Binding Ring 2"*
- 33.) *Two (2) box of Acetate Film PVC Binding-A4 size*
- 34.) *Two (2) box of Acetate Film PVC Binding-folio size(8.5"x13")*
- 35.) *Five (5) roll of Stamping foil - 3" width*
- 36.) *One (1) box of Lamination eyelette - small (50 pcs/box)*
- 37.) *Fifty (50) pcs of Sublimation Mug, white color, regular size*
- 38.) *Five (5) pack of Sublimation Paper, A4 size (400 pcs/pack)*
- 39.) *Five (5) pack of Sublimation Paper, A3 size (350 pcs/pack)*
- 40.) *Five Hundred (500) pcs of Kraft 8 1/2" x 29.25"*
- 41.) *Ten (10) pcs of Record Book, 300 pages, 214mm x 278mm*
- 42.) *Ten (10) pcs of Record Book, 500 pages, 214mm x 278mm*
- 43.) *Ten (10) pcs of Permanent Marker, Black, Fine point*
- 44.) *Ten (10) pcs of Whiteboard Marker, Black, Fine point*



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45.) *Fifty (50) reams of BOOK PAPER*  
*Sub. 20*  
*8.5" x 11"*

46.) *Fifty (50) reams of BOOK PAPER*  
*Sub. 20*  
*8.5" x 13"*

47.) *Fifty (50) reams of BOOK PAPER*  
*Sub. 20*  
*A4*

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 February 5, 2025 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.



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**REQUEST FOR QUOTATION**  
 Western Mindanao State University

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

PR No.: **25-01-024**

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 FEB 0 2025 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.	2	set	<b>Printer Ink</b> for existing Epson L14150 printer, Ink No. 001 - CMY BK Set . 1,269.00/set.	<b>P2,538.00</b>		
2.	2	set	<b>Printer Ink</b> for existing Epson L3210 printer, Ink No. 003 - CMY BK Set. 1,269.00/set.	<b>P2,538.00</b>		
3.	2	set	<b>Printer Ink</b> for existing Epson L5190 printer, Ink No. 003 - CMY BK Set. 1,269.00/set.	<b>P2,538.00</b>		
4.	2	set	<b>Printer Ink</b> for existing Epson L3118 printer, Ink No. 004 - CMY BK Set. 1,269.00/set.	<b>P2,538.00</b>		
5.	4	pcs	<b>Printer Ink</b> for existing Brother printer, Toner Cartridge DCP-L2540DW. 5,000.00/pcs.	<b>P20,000.00</b>		
6.	5000	pcs	<b>Krome Kote No. 189</b> (13 inches X 18 inches). 8.00/pcs.	<b>P40,000.00</b>		
7.	5000	pcs	<b>Krome Kote No. 189</b> (12.5 inches X 18 inches). 8.00/pcs.	<b>P40,000.00</b>		
8.	100	ream	<b>Book Paper Book 60</b> (by reams) 11 inches X 17 inches. 500.00/ream.	<b>P50,000.00</b>		
9.	50	pcs	<b>White Vellum Short</b> Size (8.5" x 11"). 15.00/pcs.	<b>P750.00</b>		
10.	500	pcs	<b>Parchment paper</b> short size (8.5" x 11"). 5.00/pcs	<b>P2,500.00</b>		
11.	10	box	<b>Laid Bond</b> (Box). 1,200.00/box.	<b>P12,000.00</b>		
12.	1000	pcs	<b>Chipboard #30</b> to be cut into 9 x 13 3/4. 4.00/pcs.	<b>P4,000.00</b>		
13.	250	sheet	<b>Cartolina white Whole Size</b> (cut into 11 3/4 x 16 1/2 inches) by sheet. 7.00/sheet.	<b>P1,750.00</b>		
14.	20	pack	<b>Laminating Film, A4</b> (210x297 mm) 80 microns 100 sheets/pack. 230.00/pack.	<b>P4,600.00</b>		

EPS Reference Number : \_\_\_\_\_  
 EPS Solicitation Number : \_\_\_\_\_  
 EPS Closing Date : \_\_\_\_\_

PAGE 1 of 3

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.:** \_\_\_\_\_

*JOSE*  
**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
 Canvasser

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

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

Date \_\_\_\_\_



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**REQUEST FOR QUOTATION**  
 Western Mindanao State University

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

PR No.: **25-01-024**

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 **FEB 01 2025** 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:**

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15.	25	pack	<b>Photopaper, Glossy, A4 (210 x 297 mm) 230 GSM 20 sheet/pack. 44.00/pack</b>	<b>P1,100.00</b>		
16.	10	pack	<b>Sticker Paper 8.5 x 13 inches (folio) Glossy, 100 sheets/pack. 170.00/pack.</b>	<b>P1,700.00</b>		
17.	20	pack	<b>Sticker Paper A4 (210x297 mm) glossy 100 sheets/pack. 156.00/pack.</b>	<b>P3,120.00</b>		
18.	5	gallon	<b>White Sticky Glue. 550.00/gallon.</b>	<b>P2,750.00</b>		
19.	2	box	<b>Staple Wire 6mm. 75.00/box.</b>	<b>P150.00</b>		
20.	2	box	<b>Staple Wire 8mm. 49.00/box.</b>	<b>P98.00</b>		
21.	2	box	<b>Staple Wire 10mm. 51.00/box.</b>	<b>P102.00</b>		
22.	2	box	<b>Staple Wire 13mm. 54.00/box.</b>	<b>P108.00</b>		
23.	2	box	<b>Staple Wire 15mm. 67.00/box.</b>	<b>P134.00</b>		
24.	2	box	<b>Staple Wire 17mm. 86.00/box.</b>	<b>P172.00</b>		
25.	10	tube	<b>Cutter Blade 10 x 17.7mm. 70.00/tube.</b>	<b>P700.00</b>		
26.	1	pc	<b>Blade for existing Electric Cutter Machine thickness: 6mm hole diameter: 6mm no. of holes: 7 length: 504mm height: 42mm. 5,000.00/pc.</b>	<b>P5,000.00</b>		
27.	2	pcs	<b>Cutterstick-standard size. 500.00/pcs.</b>	<b>P1,000.00</b>		
28.	10	pcs	<b>Plastic Comb Binding Ring 1/4". 30.00/pcs.</b>	<b>P300.00</b>		
29.	10	pcs	<b>Plastic Comb Binding Ring 1/2". 40.00/pcs.</b>	<b>P400.00</b>		
30.	10	pcs	<b>Plastic Comb Binding Ring 3/4". 50.00/pcs.</b>	<b>P500.00</b>		
31.	10	pcs	<b>Plastic Comb Binding Ring 1". 60.00/pcs.</b>	<b>P600.00</b>		
32.	10	pcs	<b>Plastic Comb Binding Ring 2". 80.00/pcs</b>	<b>P800.00</b>		
33.	2	box	<b>Acetate Film PVC Binding-A4 size. 1,300.00/box.</b>	<b>P2,600.00</b>		

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 Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date



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34.	2	box	Acetate Film PVC Binding-folio size(8.5"x13"). 1,500.00/box.	<b>P3,000.00</b>		
35.	5	roll	Stamping foil - 3" width. 400.00/roll.	<b>P2,000.00</b>		
36.	1	box	Lamination eyelette - small (50 pcs/box). 55.00/box.	<b>P55.00</b>		
37.	50	pcs	Sublimation Mug, white color, regular size. 80.00/pcs	<b>P4,000.00</b>		
38.	5	pack	Sublimation Paper, A4 size (400 pcs/pack). 400.00/pack.	<b>P2,000.00</b>		
39.	5	pack	Sublimation Paper, A3 size (350 pcs/pack). 350.00/pack.	<b>P1,750.00</b>		
40.	500	pcs	Kraft 8 1/2" x 29.25". 50.00/pcs.	<b>P25,000.00</b>		
41.	10	pcs	Record Book, 300 pages, 214mm x 278mm. 65.00/pcs.	<b>P650.00</b>		
42.	10	pcs	Record Book, 500 pages, 214mm x 278mm. 95.00/pcs.	<b>P950.00</b>		
43.	10	pcs	Permanent Marker, Black, Fine point. 20.00/pcs.	<b>P200.00</b>		
44.	10	pcs	Whiteboard Marker, Black, Fine point. 28.00/pcs.	<b>P280.00</b>		
45.	50	reams	BOOK PAPER Sub. 20 8.5" x 11". 300.00/reams.	<b>P15,000.00</b>		
46.	50	reams	BOOK PAPER Sub. 20 8.5" x 13". 230.00/reams.	<b>P11,500.00</b>		
47.	50	reams	BOOK PAPER Sub. 20 A4. 210.00/reams.	<b>P10,500.00</b>		
<b>Note: For the <b>UPRESS</b> of the University</b>						

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

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PAGE 3 of 3

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