



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 and Materials for the Center for Continuing Education (CCE)**

Approved Budget Cost: **PHP 133,689.00**

Purchase Request No.: **PR 25-02-097**

Closing Date: **March 25, 2025 9:30 AM**

Description:

- 1.) Six (6) tin of Air Refreshener, Aerosol Type, 300 ml ABC: Php 720.00
- 2.) Five (5) bot of Toilet Bowl and Urinal Cleaner, 900ml-1000 ml ABC: Php 1,400.00
- 3.) Five (5) bot of Scouring Powder, 350 g . ABC: Phpf 175.00
- 4.) Three (3) bot of Dishwashing Liquid, 500 ml .ABC: Php 300.00
- 5.) Five (5) tin of Disinfectant Spray, Aerosol Type, 400 g . ABC: Php 1,000.00
- 6.) Ten (10) bot of Liquid Hand Soap, Antibacterial Soap, 500 ml . ABC: Phpf 1,000.00
- 7.) Ten (10) pack of Garbage Bag  
XL - 5 packs  
XXL - 5 packs  
10 pcs/bag. ABC: Php 1,710.00
- 8.) Two (2) bot of Stamp Pad Ink ABC: Php 48.00
- 9.) Four (4) box of Staple Wire, standard, #35. ABC: Php 420.00
- 10.) Twenty (20) roll of Masking Tape, 1" . ABC: Php 520.00
- 11.) Twenty (20) roll of Masking Tape, 2" . ABC: Php 1,100.00
- 12.) Twenty (20) roll of Packing Tape, 2" . ABC: Php 520.00
- 13.) Twenty (20) roll of Transparent Tape, 1" . ABC: Php 240.00
- 14.) Twenty (20) roll of Transparent Tape, 2" . ABC: Php 520.00
- 15.) Three (3) roll of Platic Twine, Black, 1 kg/roll . ABC: Php 255.00
- 16.) One (1) pc of Calculator, Compact, 12 digits . ABC: Php 420.00
- 17.) Fifteen (15) box of Binder Clip, 19mm, 12 pieces/box . ABC: Php 240.00
- 18.) Sixteen (16) box of Binder Clip, 25mm, 12 pieces/box. ABC: Phpf 400.00
- 19.) Seventeen (17) box of Binder Clip, 32mm, 12 pieces/box. ABC: Php 680.00
- 20.) Fifteen (15) box of Binder Clip, 50mm, 12 pieces/box. ABC: Php 1,455.00



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- 21.) Twenty (20) pcs of CORRECTION TAPE, 8 m . ABC: Php 440.00
- 22.) Ten (10) pcs of DATA FILE BOX  
Dimension: W125 x H230 x L400mm,  
Thickness: 3mm  
With finger ring and pocket for label holder,  
Color: Green. ABC: Php 930.00
- 23.) Five (5) pcs of DATA FOLDER  
Dimension: W75 x H230 x L380 mm  
Thickness: 2.5 mm,  
Spine is provided with finger ring and clear plastic pocket for labelling purposes  
Color: Green .ABC: Php415.00
- 24.) Two (2) pcs of DATER STAMP. ABC: Php 1,128.00
- 25.) Twelve (12) box of ENVELOPE  
Expanding, Kraft, With Smooth Surface  
Size: 380 x 250 mm  
Expansion: 50 mm  
With String and eyelet  
100 pcs/box,  
Color:  
Green - 1 box  
Blue - 3 boxes  
Red - 1 box  
Yellow - 3 boxes  
Pink - 3 boxes  
Brown - 1 box. ABC: Php 19,800.00
- 26.) Five (5) box of FASTENER  
70 mm, vinyl coated,  
Plastic file folder, Non-sharp edge  
50 sets/box . ABC: Php 300.00
- 27.) Five (5) box of MAGAZINE FILE BOX  
Large, Single, Blue. ABC: Php 775.00
- 28.) Seventy (70) pcs of MARKER, Permanent, Chisel Tip  
Black - 30  
Blue - 30  
Red - 10. ABC: Php 1,400.00
- 29.) Seventy (70) pcs of MARKER, Whiteboard, Chicel Tip  
Black - 30  
Blue - 30  
Red - 10. ABC: Php 1,960.00
- 30) Eight (8) box of PAPER CLIP, vinly/plastic coated  
33 mm, Assorted Colors  
100 pcs/box . ABC: Php 120.00
- 31.) Eight (8) box of PAPER CLIP  
Vinyl/plastic coated, jumbo,  
50 mm, Assorted Colors,  
100 pcs/box . ABC: Php 288.00
- 32.) Twenty (20) box of PENCIL



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lead/graphite, with eraser  
12 pcs/box. ABC: Php 1,000.00

33.) Five (5) pcs of **SCISSORS**,  
Symmetrical/asymmetrical,  
6" min. . ABC: Php 250.00

34.) Ten (10) packs of **CARTOLINA**  
Assorted colors,  
Size: 572 mm x 724  
100 gsm  
Thickness: 0.12 mm  
Non-bleed and non-blot, suitable for marking pen and ink drawing  
10 pcs/pack. ABC: Php 1,050.00

35.) Ten (10) pads of **NOTEPAD**, stick-on  
Assorted Colors  
Size: 50 mm x 76 mm (2"x3")  
100 Sheets/pad. ABC: Php 500.00

36.) Ten (10) pads of **NOTEPAD**, stick-on,  
Assorted Colors  
76 mm x 100 mm,  
Size: 76mm x 100mm (3" x 4")  
100 sheets/pad. ABC: Php 800.00

37.) One Thousand (1000) pcs of **STENO NOTEBOOK**  
Assorted colors  
Size: 152 mm x 228 mm (6" x 9"),  
Spiral,  
40 leaves. ABC: Php 30,000.00

38.) Twenty (20) ream of **PAPER, MULTICOPY**  
80gsm, Subs. 24, A4. ABC: Php 4,700.00

39.) Ten (10) ream of **PAPER, MULTICOPY**  
**LEGAL**, 80 gsm, Subs. 24. ABC: Php 2,700.00

40.) Twenty (20) box of **PAPER, parchment**,  
Size: 210 mm x 297 mm,  
100 Sheets/box . ABC: Php 4,600.00

41.) One (1) pc of **RECORD BOOK**,  
300 PAGES, 214 mm x 278 mm . ABC: Php 65.00

42.) One (1) pc of **RECORD BOOK**,  
500 PAGES, 214 mm x 278 mm. ABC: Php 95.00

43.) Thirty (30) packs of **INTERFOLDED PAPER TOWEL**,  
150 pulls per pack . ABC: Php 1,050.00

44.) Ten (10) pack of **TOILET TISSUE PAPER**,  
2 Ply, 12 rolls/pack . ABC: Php 1,100.00

45.) Twenty (20) packs of **STICKY PAPER**,  
Adhesive strip underside, A4 size,  
White color, Matte, Glossy,  
20 sheets/pack . ABC: Php 6,000.00



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46.) Five (5) reams of *SPECIAL PAPER*, A4, 200 gsm,  
pastel color:  
Yellow  
Pink  
Green  
Purple  
Blue  
1 ream/color. ABC: Php 2,250.00

47.) Thirty (30) reams of *VELLUM*,  
White color, short, 180 gsm,  
100 pcs/ream . ABC: Php 10,950.00

48.) Forty (40) box of *SIGN PEN*,  
Gel Pen, 0.5 mm, blue pen, good quality  
25 pcs/box . ABC: Php 8,800.00

49.) Twenty (20) bot of *ETHYL ALCOHOL*,  
500 ml/bottle . ABC: Php 1,800.00

50.) Ten (10) packs of *STICKY NOTES FILM INDEX*, "Please Sign Here"  
7 in x 1.5 in x 3 in.  
Color: Pink, Orange, Yellow, Green, Blue, Blue green, Violet, Purple  
. ABC: Php 2,500.00

51.) Ten (10) sets of *PRINTER INK*  
For *EPSON* printer (T6641), Black (T6642), Cyan (T6643), Magenta, (T6644), Yellow  
ABC: Php 12,800.00

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 March 25, 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.

# REQUEST FOR QUOTATION

## Western Mindanao State University

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

PR No.: **25-02-097**

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 MAR 25 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.	6	tin	AIR REFRESHENER, AEROSOL TYPE, 300 ml. 120.00/tin.	<b>P720.00</b>		
2.	5	bot	Toilet Bowl and Urinal Cleaner, 900ml-1000 ml 280.00/bot.	<b>P1,400.00</b>		
3.	5	bot	Scouring Powder, 350 g . 35.00/bot.	<b>P175.00</b>		
4.	3	bot	Dishwashing Liquid, 500 ml . 100.00/bot.	<b>P 300.00</b>		
5.	5	tin	Disinfectant Spray, Aerosol Type, 400 g 200.00/tin	<b>P1,000.00</b>		
6.	10	bot	Liquid Hand Soap, Antibacterial Soap, 500 ml . 100.00/bot.	<b>P 1,000.00</b>		
7.	10	pack	Garbage Bag XL - 5 packs XXL - 5 packs 10 pcs/bag. 171.00/pack.	<b>P 1,710.00</b>		
8.	2	bot	Stamp Pad Ink . 24.00/bot.	<b>P 48.00</b>		
9.	4	box	Staple Wire, standard, #35. 105.00/box	<b>P 420.00</b>		
10.	20	roll	Masking Tape, 1" . 26.00/roll.	<b>P 520.00</b>		
11.	20	roll	Masking Tape, 2" . 55.00/roll.	<b>P1,100.00</b>		
12.	20	roll	Packing Tape, 2" . 26.00/roll.	<b>P520.00</b>		
13.	20	roll	Transparent Tape, 1" . 12.00/roll.	<b>P240.00</b>		
14.	20	roll	Transparent Tape, 2" . 26.00/roll.	<b>P520.00</b>		
15.	3	roll	Platic Twine, Black, 1 kg/roll . 85.00/roll.	<b>P255.00</b>		
16.	1	pc	Calculator, Compact, 12 digits . 420.00/pc.	<b>P420.00</b>		
17.	15	box	Binder Clip, 19mm, 12 pieces/box 16.00/box.	<b>P240.00</b>		
18.	16	box	Binder Clip, 25mm, 12 pieces/box. 25.00/box.	<b>P400.00</b>		
19.	17	box	Binder Clip, 32mm, 12 pieces/box. 40.00/box.	<b>P680.00</b>		
20.	15	box	Binder Clip, 50mm, 12 pieces/box. 97.00/box.	<b>P1,455.00</b>		

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

**1 of 5**

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.

<b>PhilGEPS Certificate No.:</b> _____ <b>Certificate Reference No.:</b> _____
---

*POSTED BY*

**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNY VINCENT VILLAREAL**  
 Canvasser

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

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

\_\_\_\_\_  
 Date

# REQUEST FOR QUOTATION

## Western Mindanao State University

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

PR No.: **25-02-097**

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BAC Chairperson for GOODS

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- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

21.	20	pcs	<b>CORRECTION TAPE, 8 m.</b> 22.00/pcs	<b>P440.00</b>	
22.	10	pcs	<b>DATA FILE BOX</b> Dimension: W125 x H230 x L400mm, Thickness: 3mm With finger ring and pocket for label holder, Color: Green. 93.00/pcs.	<b>P930.00</b>	
23.	5	pcs	<b>DATA FOLDER</b> Dimension: W75 x H230 x L380 mm Thickness: 2.5 mm, Spine is provided with finger ring and clear plastic pocket for labelling purposes Color: Green . 83.00/pcs.	<b>P415.00</b>	
24.	2	pcs	<b>DATER STAMP.</b> 564.00/pcs	<b>P1,128.00</b>	
25.	12	box	<b>ENVELOPE</b> Expanding, Kraft, With Smooth Surface Size: 380 x 250 mm Expansion: 50 mm With String and eyelet 100 pcs/box, Color: Green - 1 box Blue - 3 boxes Red - 1 box Yellow - 3 boxes Pink - 3 boxes Brown - 1 box. 1,650.00/box.	<b>P19,800.00</b>	
26.	5	box	<b>FASTENER</b> 70 mm, vinyl coated, Plastic file folder, Non-sharp edge 50 sets/box . 60.00/box.	<b>P300.00</b>	
27.	5	box	<b>MAGAZINE FILE BOX</b>	<b>P775.00</b>	

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

**2 of 5**

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 ESPRITUSANTO*  
**REY ESPRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

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BAC Chairperson for GOODS

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			Large, Single, Blue. 155.00/box.		
28.	70	pcs	<b>MARKER, Permanent, Chisel Tip</b> Black - 30 Blue - 30 Red - 10. 20.00/pcs.	<b>P1,400.00</b>	
29.	70	pcs	<b>MARKER, Whiteboard, Chisel Tip</b> Black - 30 Blue - 30 Red - 10. 28.00/pcs.	<b>P1,960.00</b>	
30.	8	box	<b>PAPER CLIP, vinyl/plastic coated</b> 33 mm, Assorted Colors 100 pcs/box . 15.00/box.	<b>P120.00</b>	
31.	8	box	<b>PAPER CLIP</b> Vinyl/plastic coated, jumbo, 50 mm, Assorted Colors, 100 pcs/box . 36.00/box.	<b>P288.00</b>	
32.	20	box	<b>PENCIL</b> lead/graphite, with eraser 12 pcs/box. 50.00/box.	<b>P1,000.00</b>	
33.	5	pcs	<b>SCISSORS,</b> Symmetrical/asymmetrical, 6" min. . 50.00/pcs.	<b>P250.00</b>	
34.	10	packs	<b>CARTOLINA</b> Assorted colors, Size: 572 mm x 724 100 gsm Thickness: 0.12 mm Non-bleed and non-blot, suitable for marking pen and ink drawing 10 pcs/pack. 105.00/packs.	<b>P1,050.00</b>	
35.	10	pads	<b>NOTEPAD, stick-on</b>	<b>P500.00</b>	

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

**3 of 5**

Brand & Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

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**REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL**  
Cavasser

\_\_\_\_\_  
Printed Name/Signature  
\_\_\_\_\_  
Tel .No./Cellphone #  
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			Assorted Colors Size: 50 mm x 76 mm (2"x3") 100 Sheets/pad. 50.00/pads.		
36.	10	pads	<b>NOTEPAD, stick-on,</b> Assorted Colors 76 mm x 100 mm, Size: 76mm x 100mm (3" x 4") 100 sheets/pad. 80.00/pads.	<b>P800.00</b>	
37.	1000	pcs	<b>STENO NOTEBOOK</b> Assorted colors Size: 152 mm x 228 mm (6" x 9"), Spiral, 40 leaves. 30.00/pcs.	<b>P30,000.00</b>	
38.	20	ream	<b>PAPER, MULTICOPY</b> 80gsm, Subs. 24, A4. 235.00/ream.	<b>P4,700.00</b>	
39.	10	ream	<b>PAPER, MULTICOPY</b> LEGAL, 80 gsm, Subs. 24. 270.00/ream.	<b>P2,700.00</b>	
40.	20	box	<b>PAPER, parchment,</b> Size: 210 mm x 297 mm, 100 Sheets/box . 230.00/box.	<b>P4,600.00</b>	
41.	1	pc	<b>RECORD BOOK,</b> 300 PAGES, 214 mm x 278 mm . 65.00/pc.	<b>P65.00</b>	
42.	1	pc	<b>RECORD BOOK,</b> 500 PAGES, 214 mm x 278 mm. 95.00/pc.	<b>P95.00</b>	
43.	30	pack s	<b>INTERFOLDED PAPER TOWEL,</b> 150 pulls per pack . 35.00/packs.	<b>P1,050.00</b>	
44.	10	pack	<b>TOILET TISSUE PAPER,</b> 2 Ply, 12 rolls/pack . 110.00/pack.	<b>P1,100.00</b>	
45.	20	pack s	<b>STICKY PAPER,</b> Adhesive strip underside, A4 size, White color, Matte, Glossy,	<b>P6,000.00</b>	

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**4 of 5**

Brand & Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
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Printed Name/Signature

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- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

			20 sheets/pack . 300.00/packs.			
46.	5	reams	<b>SPECIAL PAPER, A4, 200 gsm,</b> pastel color: Yellow Pink Green Purple Blue 1 ream/color. 450.00/reams.	<b>P2,250.00</b>		
47.	30	reams	<b>VELLUM,</b> White color, short, 180 gsm, 100 pcs/ream . 365.00/reams.	<b>P10,950.00</b>		
48.	40	box	<b>SIGN PEN,</b> Gel Pen, 0.5 mm, blue pen, good quality 25 pcs/box . 220.00/box.	<b>P8,800.00</b>		
49.	20	bot	<b>ETHYL ALCOHOL,</b> 500 ml/bottle . 90.00/bot.	<b>P1,800.00</b>		
50.	10	packs	<b>STICKY NOTES FILM INDEX, "Please Sign Here"</b> 7 in x 1.5 in x 3 in. Color: Pink, Orange, Yellow, Green, Blue, Blue green, Violet, Purple . 250.00/packs.	<b>P2,500.00</b>		
51.	10	sets	<b>PRINTER INK</b> For EPSON printer (T6641), Black (T6642), Cyan (T6643), Magenta, (T6644), Yellow . 1,280.00/sets.	<b>P12,800.00</b>		
			<b>Note: For the CCE of the University</b>			

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


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

5 of 5

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 VILLAREAL**  
Canvasser

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

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

\_\_\_\_\_  
Date