



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 Research-RICME of the University**

Approved Budget Cost: **PHP 67,816.00**

Purchase Request No.: **PR 25-04-164**

Closing Date: **April 29, 2025 9:30 AM**

Description:

- 1.) Six (6) box of Bond paper, Legal size, Subs. 20, 80 GSM, 5 reams/box. ABC: Php 16,800.00
- 2.) Seven (7) box of Bond paper, A4 size, Subs. 20, 80 GSM, 5 reams/box. ABC: Php 19,600.00
- 3.) Ten (10) pcs of Filing box, Long, (H)9 1/2" x (W)5" x (L)16". ABC: Php 2,000.00
- 4.) Three (3) roll of Clear Tape, 300 m, 2". ABC: Phpf 240.00
- 5.) One (1) pad of Colored Sticky Notes, 3x3", 100 pcs/pad, 4 pads/pack, 4 different colors ABC: Php 90.00
- 6.) Forty (40) pcs of Expanding Envelope, Legal size with garter, brown color. ABC: Php 1,700.00
- 7.) One (1) box of Whiteboard Marker, black, fine point. ABC: Php 500.00
- 8.) Two (2) pcs of Stapler with remover, heavy duty, #35. 493.00/pcs. Total of 986.00
- 9.) Two (2) box of Paper Clip, Jumbo, 50mm, 100 pcs/box, vinyl coated ABC: Php 100.00
- 10.) Forty (40) pcs of Expandable folder, White, Legal size. ABC: Php 1,400.00
- 11.) Twenty-Five (25) pcs of FF-L File folder (14pts legal size) D25 white. ABC: Php 500.00
- 12.) Twenty-Five (25) pcs of FF-L File folder (11pts shortl size) white. ABC: Php 500.00
- 13.) Two (2) pcs of Highlighter, green & yellow color. ABC: Php 60.00
- 14.) Ten (10) packs of Photo Paper, Glossy, A4, 230gsm, 20 sheets/pack ABC: Php 500.00
- 15.) Three (3) packs of Vellum Paper, white, A4, 10 pcs/pack. ABC: Php 90.00
- 16.) Five (5) packs of Sticker Paper, glossy, A4, 20 pcs/pack. ABC: Php 250.00
- 17.) Fifteen (15) sets of Printer Ink
for existing Epson printer, # 003 (CYMB) ABC: Php 15,000.00
- 18.) Two (2) pcs of Correction tape, 8m. ABC: Php 60.00
- 19.) Two (2) pcs of Heavy Duty Multi Purpose Scissors, 7-8" long. ABC: Php 300.00
- 20.) One (1) pc of Puncher, heavy duty, 2 holes. ABC: Phpf 400.00
- 21.) Ten (10) box of Stapler wire #35. ABC: Php 1,000.00
- 22.) Three (3) box of Binder Clips, black
19mm - 1 box
25mm - 1 box



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



32mm - 1 box. ABC: Php 600.00

23.) Thirty (30) pcs of Certificate holder/jacket, A4 size. ABC: Php 1,500.00

24.) Five (5) pcs of Glue Stick Paste, 45g, non toxic, quick dry. ABC: Php 350.00

25.) One (1) gallon of Alcohol, 70% Isopropyl, scented. ABC: Php 500.00

26.) Three (3) box of Sign Pen, Blue, 0.5mm fine tip, gel type, good quality, 12 pieces/box. ABC: Php 2,790.00

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 April 29, 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) 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.: **25-04-164**

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 **APR 29 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	box	Bond paper, Legal size, Subs. 20, 80 GSM, 5 reams/box. 2,800.00/box.	P16,800.00		
2.	7	box	Bond paper, A4 size, Subs. 20, 80 GSM, 5 reams/box. 2,800.00/box.	P19,600.00		
3.	10	pcs	Filing box, Long, (H)9 1/2" x (W)5" x (L)16". 200.00/pcs.	P2,000.00		
4.	3	roll	Clear Tape, 300 m, 2". 80.00/roll.	P240.00		
5.	1	pad	Colored Sticky Notes, 3x3", 100 pcs/pad, 4 pads/pack, 4 different colors 90.00/pad.	P90.00		
6.	40	pcs	Expanding Envelope, Legal size with garter, brown color. 42.50/pcs.	P1,700.00		
7.	1	box	Whiteboard Marker, black, fine point. 500.00/box.	P500.00		
8.	2	pcs	Stapler with remover, heavy duty, #35. 493.00/pcs.	P986.00		
9.	2	box	Paper Clip, Jumbo, 50mm, 100 pcs/box, vinyl coated. 50.00/box.	P100.00		
10.	40	pcs	Expandable folder, White, Legal size. 35.00/pcs.	P1,400.00		
11.	25	pcs	FF-L File folder (14pts legal size) D25 white. 20.00/pcs.	P 500.00		
12.	25	pcs	FF-L File folder (11pts shortl size) white. 20.00/pcs.	P 500.00		
13.	2	pcs	Highlighter, green & yellow color. 30.00/pcs.	P 60.00		
14.	10	packs	Photo Paper, Glossy, A4, 230gsm, 20 sheets/pack . 50.00/packs.	P 500.00		

EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

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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.: _____

POSTED BY 21

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

REQUEST FOR QUOTATION

Western Mindanao State University

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15.	3	pack s	Vellum Paper, white, A4, 10 pcs/pack. 30.00/packs.	P 90.00		
16.	5	pack s	Sticker Paper, glossy, A4, 20 pcs/pack. 50.00/packs.	P 250.00		
17.	15	sets	Printer Ink for existing Epson printer, # 003 (CYMB). 1,000.00/sets.	P 15,000.00		
18.	2	pcs	Correction tape, 8m. 30.00/pcs.	P 60.00		
19.	2	pcs	Heavy Duty Multi Purpose Scissors, 7-8" long. 150.00/pcs.	P 300.00		
20.	1	pc	Puncher, heavy duty, 2 holes. 400.00/pc.	P 400.00		
21.	10	box	Stapler wire #35. 100.00/box.	P 1,000.00		
22.	3	box	Binder Clips, black 19mm - 1 box 25mm - 1 box 32mm - 1 box. 200.00/box.	P 600.00		
23.	30	pcs	Certificate holder/jacket, A4 size. 50.00/pcs.	P 1,500.00		
24.	5	pcs	Glue Stick Paste, 45g, non toxic, quick dry. 70.00/pcs.	P 350.00		
25.	1	gallon	Alcohol, 70% Isopropyl, scented. 500.00/gallon.	P 500.00		
26.	3	box	Sign Pen, Blue, 0.5mm fine tip, gel type, good quality, 12 pieces/box. 930.00/box.	P 2,790.00		
Note: For the <u>Research- RICME</u> of the University						

Total: _____


EPS Reference Number : _____
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2 of 2

Brand & Model : _____
Delivery Period : _____
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REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date