



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 College of Agriculture**

Approved Budget Cost: **PHP 86,300.00**

Purchase Request No.: **PR 25-04-176**

Closing Date: **May 21, 2025 9:30 AM**

Description:

- 1.) *Three (3) box of Bond paper*
Long, Subs. 20 - 70gsm, 5 reams/box. ABC: Php 4,845.00
- 2.) *One (1) box of Bond paper*
A4, Subs. 20 - 70gsm, 5 reams/box

ABC: Php 1,670.00
- 3.) *One (1) ream of Vellum paper*
A4, thick and translucent, 500 pcs/ream. ABC: Php 1,300.00
- 4.) *One (1) ream of Parchment paper*
A4, thick, 500 pcs/ream.

ABC: Php 1,486.00
- 5.) *Five (5) pcs of Plastic Expanding Folder*
Accordion File 13 Pockets w/ Handle. ABC: Php 1,265.00
- 6.) *One (1) box of Ballpen*
Ball point pen, Black, 12 pcs/box. ABC: Php 214.00
- 7.) *Five (5) rolls of Transparent Tape, 2", 100m. ABC: Php 450.00*
- 8.) *Three (3) rolls of Paper tape (Masking Tape) 3/4 size ABC: Php 150.00*
- 9.) *Three (3) rolls of Double sided tape 3/4 size. ABC: Php 195.00*
- 10.) *Three (3) box of Sign Pen, 12 pcs/box, Gel type ABC: Php 255.00*
- 11.) *Thirty (30) pcs of L Type Folder, long, plastic, assorted color ABC: Php 750.00*
- 12.) *Twenty (20) pcs of Long Brown Envelope, Expandable ABC: Php 600.00*
- 13.) *Three (3) boxes of Whiteboard Marker (color Blue & Black) 3 ABC: Php 1,500.00*
- 14.) *Three (3) pcs of Magnetic Whiteboard Eraser ABC: Php 180.00*
- 15.) *Two (2) boxes of Permanent Marker (color Black & Blue) ABC: Php 1,000.00*
- 16.) *Ten (10) packs of Manila Paper, 5 sheets/pack ABC: Php 350.00*
- 17.) *Five (5) packs of Tissue, 3 ply, 9 rolls/pack ABC: Php 1,250.00*



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



- 18.) *Ten (10) pcs of Columnar Book, 5 columns ABC: Php 500.00*
- 19.) *Two (2) packs of Sticky Notes, 100 sheets/pad, 4-6 pads/pack, fluorescent color ABC: Php 100.00*
- 20.) *Ten (10) pcs of Clip board, long with cover, size 23x35cm, color black ABC: Php 1,100.00*
- 21.) *Two (2) pcs of Scissors, heavy duty, stainless, 8 inches ABC: Php 170.00*
- 22.) *Nine (9) pcs of Correction Tape, 6m x 5mm ABC: Php 540.00*
- 23.) *Four (4) sets of Printer Ink (CYMB)
for existing DCP-T700 BROTHER printer . ABC: Php 5,200.00*
- 24.) *Four (4) sets of Printer Ink (CYMB)
for existing Epson Printer, ink #003, . ABC: Php 5,400.00*
- 25.) *Three (3) pcs of Metal Tray Desk Organizer Tray, legal size, 3 layer. ABC: Php 3,000.00*
- 26.) *Two (2) pcs of Multi Box Storage,
Large size, (L)61 x (W)46 x (H)41cm ABC: Php 1,700.00*
- 27.) *Three (3) pcs of Multi Box Storage,
Small size, (L)34 x (W)24 x (H)19cm ABC: Php 1,050.00*
- 28.) *Six (6) pcs of Record Book, 150 pages, big ABC: Php 510.00*
- 29.) *Four (4) boxes of Bond paper
Short, Subs. 20 - 70gsm, 5 reams/box. ABC: Php 6,680.00*
- 30.) *Three (3) pcs of Arch File Folder,
3" with hard cover, side mechanism,
Arch file 2 ring binder,
Color blue (1pc), red (1pc) and black (1pc) . ABC: Php 4,500.00*
- 31.) *Nine (9) pcs of File Folder Clear Book,
Long size 35 x 24cm,
Color: black (3pcs), yellow(3pcs) and blue(3pcs) ABC: Php 1,080.00*
- 32.) *Ten (10) packs of Binder Filler (classic), size 7"x10", 5pcs/pack ABC: Php 1,250.00*
- 33.) *Two (2) packs of Documentary Brown Envelope, Long, 50pcs/pack . ABC: Php 1,000.00*
- 34.) *Two (2) boxes of Paper Clip, size 50mm, 100 pcs/box, vinyl coated ABC: Php 120.00*
- 35.) *Two (2) pcs of Stapler with Remover #35
Size 115mm x 25mm. ABC: Php 400.00*
- 36.) *Three (3) boxes of Bull Clip
Metal clip, 50pcs/box, size 13-16mm. ABC: Php 600.00*
- 37.) *Three (3) box of Face Mask, 3 ply with ear loop, 50pcs/box, color black ABC: Php 1,050.00*
- 38.) *Five (5) rolls of Plastic Twine, straw rope, 1kg/roll ABC: Php 6,000.00*
- 39.) *Two (2) roll of 3M Micropore Tape, white medical tape, size 2 inches. ABC: Php 460.00*
- 40.) *Five (5) boxes of Anti-bacterial hand soap, 3pcs/box ABC: Php 900.00*



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- 41.) Six (6) liters of Dishwashing Liquid, 1L capacity ABC: Php 600.00
- 42.) Five (5) liters of 70% Ethyl Alcohol, 1 Liter ABC: Php 1,250.00
- 43.) Ten (10) kgs of Detergent Powder, 1 kg/pack ABC: Php 2,000.00
- 44.) Three (3) bottle of Water Base Essential Oil Humidifier Scent, 1 liter /bottle. ABC: Php 1,500.00
- 45.) Eight (8) pcs of Dish Washing Double Sided Sponge, regular size ABC: Php 160.00
- 46.) Eleven (11) pcs of Cotton Hand Towel, white ABC: Php 275.00
- 47.) Two (2) sets of Rotating Mop with Squeezer, multi-cloth spin mop with stainless steel basket
ABC: Php 1,400.00
- 48.) One (1) box of First Aid Box with Medicine ABC: Php 1,000.00
- 49.) Two (2) pcs of Extendable Plastic Whisk Broom ABC: Php 700.00
- 50.) Five (5) pcs of Rubber Rust Removal Mat ABC: Php 1,500.00
- 51.) Nine (9) pair of Rubber Slipper, 3 pairs/size, size: 7,8 & 9 ABC: Php 765.00
- 52.) Six (6) pairs of Rubber Boots
Heavy duty,
Size 39cm (2 pairs),
41cm (2 pairs),
42cm (2 pairs),
Height 30cm, color black . ABC: Php 2,100.00
- 53.) Ten (10) pcs of Monoblock Chair,
Plastic, White/Cream color, no arm. ABC: Php 5,000.00
- 54.) One (1) pc of Foldable Long Table,
6ft long, Heavy duty, Color White, Size 180 x 70 x 74cm. ABC: Php 6,000.00
- 55.) One (1) pc of Gun Tacker 3 way Staple & nail gun
Heavy Duty 3-Way Staple & Nail Gun (Gun Tacker)
A gun tacker similar to a staple gun, except that the mechanical energy from the user's muscles is stored as with a hammer as momentum of the gun itself, rather than as compression of an internal spring.
-3/8" - 9/16" (nail)
-5/32"-9/16" Staples (square)
-3/8"-7/16" Staples (round). ABC: Php 1,100.00
- 56.) Two (2) boxes of Gun Tacker Wire,
Size 4mm 5/32, Square shape, 1000 pcs/box ABC: Php 180.00

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



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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 May 21, 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.: **25-04-176**

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 **MAY 21 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.	3	box	Bond paper Long, Subs. 20 - 70gsm, 5 reams/box. 1,615.00/box.	P4,845.00		
2.	1	box	Bond paper A4, Subs. 20 - 70gsm, 5 reams/box . 1,670.00/box.	P1,670.00		
3.	1	ream	Vellum paper A4, thick and translucent, 500 pcs/ream. 1,300.00/ream.	P1,300.00		
4.	1	ream	Parchment paper A4, thick, 500 pcs/ream. 1,486.00/ream.	P1,486.00		
5.	5	pcs	Plastic Expanding Folder Accordion File 13 Pockets w/ Handle. 253.00/pcs.	P1,265.00		
6.	1	box	Ballpen Ball point pen, Black, 12 pcs/box. 214.00/box.	P214.00		
7.	5	rolls	Transparent Tape, 2", 100m. 90.00/rolls.	P450.00		
8.	3	rolls	Paper tape (Masking Tape) 3/4 size . 50.00/rolls.	P150.00		
9.	3	rolls	Double sided tape ¾ size. 65.00/rolls.	P195.00		
10.	3	box	Sign Pen, 12 pcs/box, Gel type . 85.00/box.	P255.00		
11.	30	pcs	L Type Folder, long, plastic, assorted color. 25.00/pcs.	P750.00		
12.	20	pcs	Long Brown Envelope, Expandable . 30.00/pcs.	P600.00		
13.	3	boxes	Whiteboard Marker (color Blue & Black)3 500.00.	P1,500.00		

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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 VILLAREAL
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.: _____

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JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

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14.	3	pcs	Magnetic Whiteboard Eraser. 60.00/pcs.	P180.00		
15.	2	boxes	Permanent Marker (color Black & Blue). 500.00/boxes.	P1,000.00		
16.	10	packs	Manila Paper, 5 sheets/pack . 35.00/packs.	P350.00		
17.	5	packs	Tissue, 3 ply, 9 rolls/pack . 250.00/packs.	P1,250.00		
18.	10	pcs	Columnar Book, 5 columns . 50.00/pcs.	P500.00		
19.	2	packs	Sticky Notes, 100 sheets/pad, 4-6 pads/pack, fluorescent color . 50.00/packs.	P100.00		
20.	10	pcs	Clip board, long with cover, size 23x35cm, color black . 110.00/pcs.	P1,100.00		
21.	2	pcs	Scissors, heavy duty, stainless, 8 inches. 85.00/pcs.	P170.00		
22.	9	pcs	Correction Tape, 6m x 5mm . 60.00/pcs.	P540.00		
23.	4	sets	Printer Ink (CYMB) for existing DCP-T700 BROTHER printer . 1,300.00/sets.	P5,200.00		
24.	4	sets	Printer Ink (CYMB) for existing Epson Printer, ink #003, . 1,350.00/sets.	P5,400.00		
25.	3	pcs	Metal Tray Desk Organizer Tray, legal size, 3 layer. 1,000.00/pcs.	P3,000.00		
26.	2	pcs	Multi Box Storage, Large size, (L)61 x (W)46 x (H)41cm . 850.00/pcs.	P1,700.00		
27.	3	pcs	Multi Box Storage,	P1,050.00		

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

Printed Name/Signature _____
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BAC Chairperson for GOODS

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			Small size, (L)34 x (W)24 x (H)19cm . 350.00/pcs.			
28.	6	pcs	Record Book , 150 pages, big . 85.00/pcs.	P510.00		
29.	4	boxe s	Bond paper Short, Subs. 20 - 70gsm, 5 reams/box. 1,670.00/boxes.	P6,680.00		
30.	3	pcs	Arch File Folder , 3" with hard cover, side mechanism, Arch file 2 ring binder, Color blue (1pc), red (1pc) and black (1pc) . 1,500.00/pcs.	P4,500.00		
31.	9	pcs	File Folder Clear Book , Long size 35 x 24cm, Color: black (3pcs), yellow(3pcs) and blue(3pcs) 120.00/pcs.	P1,080.00		
32.	10	pack s	Binder Filler (classic), size 7"x10", 5pcs/pack 125.00/packs.	P1,250.00		
33.	2	pack s	Documentary Brown Envelope , Long, 50pcs/pack . 500.00/packs.	P1,000.00		
34.	2	boxe s	Paper Clip , size 50mm, 100 pcs/box, vinyl coated 60.00/boxes.	P120.00		
35.	2	pcs	Stapler with Remover #35 Size 115mm x 25mm. 200.00/pcs.	P400.00		
36.	3	boxe s	Bull Clip Metal clip, 50pcs/box, size 13-16mm. 200.00/boxes.	P600.00		
37.	3	boxe s	Face Mask , 3 ply with ear loop, 50pcs/box, color black . 350.00/box.	P1,050.00		

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Brand & Model : _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

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REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

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38.	5	rolls	Plastic Twine, straw rope, 1kg/roll . 1,200.00/rolls.	P6,000.00		
39.	2	roll	3M Micropore Tape, white medical tape, size 2 inches. 230.00/roll.	P460.00		
40.	5	boxes	Anti-bacterial hand soap, 3pcs/box . 180.00/boxes.	P900.00		
41.	6	liters	Dishwashing Liquid, 1L capacity . 100.00/liters.	P600.00		
42.	5	liters	70% Ethyl Alcohol, 1 Liter . 250.00/liters.	P1,250.00		
43.	10	kgs	Detergent Powder, 1 kg/pack . 200.00/kgs.	P2,000.00		
44.	3	bottles	Water Base Essential Oil Humidifier Scent, 1 liter /bottle. 500.00/bottle.	P1,500.00		
45.	8	pcs	Dish Washing Double Sided Sponge, regular size 20.00/pcs.	P160.00		
46.	11	pcs	Cotton Hand Towel, white . 25.00/pcs.	P275.00		
47.	2	sets	Rotating Mop with Squeezer, multi-cloth spin mop with stainless steel basket 700.00/sets.	P1,400.00		
48.	1	box	First Aid Box with Medicine . 1,000.00/box.	P1,000.00		
49.	2	pcs	Extendable Plastic Whisk Broom . 350.00/pcs.	P700.00		
50.	5	pcs	Rubber Rust Removal Mat . 300.00/pcs.	P1,500.00		
51.	9	pair	Rubber Slipper, 3 pairs/size, size: 7,8 & 9 . 85.00/pair.	P765.00		
52.	6	pair	Rubber Boots Heavy duty, Size 39cm (2 pairs),	P2,100.00		

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			41cm (2 pairs), 42cm (2 pairs), Height 30cm, color black . 350.00/pairs.			
53.	10	pcs	Monoblock Chair, Plastic, White/Cream color, no arm. 500.00/pcs.	P5,000.00		
54.	1	pc	Foldable Long Table, 6ft long, Heavy duty, Color White, Size 180 x 70 x 74cm. 6,000.00/pc.	P6,000.00		
55.	1	pc	Gun Tacker 3 way Staple & nail gun Heavy Duty 3-Way Staple & Nail Gun (Gun Tacker) A gun tacker similar to a staple gun, except that the mechanical energy from the user's muscles is stored as with a hammer as momentum of the gun itself, rather than as compression of an internal spring. -3/8" - 9/16" (nail) -5/32"-9/16" Staples (square) -3/8"-7/16" Staples (round). 1,100.00/pc.	P1,100.00		
56.	2	boxes	Gun Tacker Wire, Size 4mm 5/32, Square shape, 1000 pcs/box . 90.00/boxes.	P180.00		
			Note: For the COLLEGE OF AGRICULTURE of the University			

Total: _____

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