



## 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-BUCOR SRPFF**

Approved Budget Cost: **PHP 78,006.90**

Purchase Request No.: **PR 25-05-270**

Closing Date: **July 8, 2025 9:30 AM**

Description:

- 1.) *Twenty-Two (22) boxes of Bond paper*  
*Long size, Subs. 20, hard copy, 5 reams/box. ABC: Php 34,760.00*
- 2.) *Four (4) boxes of Bond paper*  
*Letter size, Subs. 20, hard copy, 5 reams/box. ABC: Php 5,700.00*
- 3.) *Two (2) boxes of Bond paper*  
*A4 size, Subs. 20, hard copy, 5 reams/box. ABC: Php 2,805.90*
- 4.) *Twenty-Four (24) pads of Sticky notes, 3X3(76mmX76mm) 100 shts/pad. ABC: Php 684.00*
- 5.) *Thirteen (13) sets of Printer Ink*  
*for the existing EPSON L3210 printer(Cyan, Yellow, Magenta). ABC: Php 18,850.00*
- 6.) *Ten (10) bottles of Printer Ink*  
*for the existing EPSON L3210 printer (Black). ABC: Php 4,940.00*
- 7.) *Five (5) packs of Detergent Powder, 5 kgs/pack. ABC: Php 2,250.00*
- 8.) *Two (2) drums of Chlorine, 40 kgs/drum capacity. ABC: Php 8,017.00*

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 **July 8, 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



**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)**



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.: **25-05-270**

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 **JUL 28 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.	22	boxes	Bond paper Long size, Subs. 20, hard copy, 5 reams/box. 1,580.00/boxes.	<b>P34,760.00</b>		
2.	4	boxes	Bond paper Letter size, Subs. 20, hard copy, 5 reams/box. 1,425.00/boxes.	<b>P 5,700.00</b>		
3.	2	boxes	Bond paper A4 size, Subs. 20, hard copy, 5 reams/box. 1,402.95/boxes.	<b>2,805.90</b>		
4.	24	pads	Sticky notes, 3X3(76mmX76mm) 100 shts/pad. 28.50/pads.	<b>P 684.00</b>		
5.	13	sets	Printer Ink for the existing EPSON L3210 printer(Cyan, Yellow, Magenta). 1,450.00/sets.	<b>P 18,850.00</b>		
6.	10	bottles	Printer Ink for the existing EPSON L3210 printer (Black). 494.00/bottles.	<b>P 4,940.00</b>		
7.	5	packs	Detergent Powder, 5 kgs/pack. 450.00/packs.	<b>P 2,250.00</b>		
8.	2	drums	Chlorine, 40 kgs/drum capacity. 4,008.50/drums.	<b>P 8,017.00</b>		
			<b>Note: For the (RESEARCH-BUCOR SRPPF) of the University</b>			

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

**1 of 1**

PS 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**

Printed Name/Signature