

**REQUEST FOR QUOTATION**  
Western Mindanao State University

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

**PR-26-01-008**

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 JAN 13 2026 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. SUPPLIERS SHALL SUBMIT THEIR REQUEST FOR QUOTATION (RFQ) **DULY SIGNED IN A SEALED MAIL/BROWN ENVELOPE**
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	box	<i>Bondpaper Long</i> <i>Long size, Subs. 20, hard copy, 5 reams per box. 1,500.00/box.</i>	<b>P 3,000.00</b>		
2.	2	box	<i>Bondpaper A4</i> <i>A4 size, Subs. 20, hard copy 5 reams per box. 1,500.00/box.</i>	<b>P 3,000.00</b>		
3.	2	packs	<i>Sticker paper</i> <i>A4 white Matte Vinyl, 20 pcs per Pack. 250.00/packs.</i>	<b>P500.00</b>		
4.	2	pcs	<i>Flash drive 32 gb. 1,200.00/pcs.</i>	<b>P2,400.00</b>		
5.	10	packs	<i>Photopaper double sided</i> <i>20 sheets per pack, A4, 200 gsm. 150.00/packs.</i>	<b>P1,500.00</b>		
6.	1	sets	<i>Printer ink Set 001 for EPSON. 45.00/sets.</i>	<b>P45.00</b>		
7.	15	pcs	<i>Tissue paper</i> <i>3 ply, folded. 20.00/pcs.</i>	<b>P300.00</b>		
8.	4	rolls	<i>Trash bag</i> <i>Size: large, 10 pcs per roll. 50.00/rolls.</i>	<b>P200.00</b>		
9.	2	packs	<i>Laidbond</i> <i>A4 (corn cream). 450.00/packs.</i>	<b>P900.00</b>		
10.	2	packs	<i>Laidbond</i> <i>A4 (light blue). 350.00/packs.</i>	<b>P700.00</b>		
11.	5	pcs	<i>Whiteboard marker</i>	<b>P650.00</b>		

EPS Reference Number : \_\_\_\_\_

Brand & Model : \_\_\_\_\_

EPS Solicitation Number : \_\_\_\_\_

Delivery Period : \_\_\_\_\_

EPS Closing Date : \_\_\_\_\_

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 ESPIRITU SANTO / DANNI VINCENT VILLAREAL

Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

**REQUEST FOR QUOTATION**  
Western Mindanao State University

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

**PR-26-01-008**

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 JAN 13 2026 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 SUPPLIERS SHALL SUBMIT THEIR REQUEST FOR QUOTATION (RFQ) **DULY SIGNED IN A SEALED MAIL/BROWN ENVELOPE**
- 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

			<i>Red, bullet fine, chisel broad tip pen, refillable. 130.00/pcs.</i>			
12.	5	pcs	<i>Whiteboard marker Blue, bullet fine, chisel broad tip pen, refillable. 130.00/pcs.</i>	<b>P650.00</b>		
13.	10	pcs	<i>Cartolina. 10.00/pcs.</i>	<b>P100.00</b>		
14.	10	pcs	<i>Manila paper 36" X 48*. 15.00/pcs.</i>	<b>P150.00</b>		
15.	20	pcs	<i>Insulation Mugs. 750.00/pcs.</i>	<b>P15,000.00</b>		
			<b>NOTE: RESEL - Centro De Estudio Mindanao (CDEM)</b>			

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

**1 of 2**

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 ESPIRITU SANTO / DANNI VINCENT VILLAREAL  
Canvasser

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

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

Date \_\_\_\_\_