



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Normal Road, Baliwasan Zamboanga City
www.wmsu.edu.ph
Telephone: 062-991-1771 LOC 1002



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 Consumable for the University**

Approved Budget Cost: **PHP 1,523,184.93**

Purchase Request No.: **PR 26-03-115**

Closing Date: **September 4, 2026 9:30 AM**

- 1.) Two Hundred Forty-Five (245) pcs of Sign Pen, Fine Tip,
Color:
Black : 104 pcs
Blue : 141 pcs ABC: Php 7,572.95
- 2.) Two Hundred Seventy (270) packs of Battery, Dry Cell, AA, 2pcs/blister pack
ABC: Php 5,616.00
- 3.) One Hundred Eighty-Four (184) packs of Battery Dry Cell, AAA, 2pcs/blister pack
. ABC: Php 3,424.24
- 4.) Fifty-One (51) cans of Air Freshener, 280ml. ABC: Php 6,460.17
- 5.) Ninety-Eight (98) pcs of Soft Broom (Walis Tambo) ABC: Php 12,413.66
- 6.) Fifty-Five (55) pcs of Hard Broom (Walis Ting-Ting) ABC: Php 1,451.45
- 7.) Two Hundred Twenty-Seven (227) bottles of Cleaner, Toilet Bowl and Urinal, 200 ml/bottle ABC: Php 9,583.94
- 8.) Two Hundred Sixty-Three (263) pcs of Detergent Bar, set of 3 ABC: Php 2,493.24
- 9.) One Hundred Twelve (112) packs of Detergent Powder, All purpose, 1 kilo/pack.
ABC: Php 6,147.68
- 10.) One Hundred Thirty-Two (132) cans of Disinfectant Spray 280ml. ABC: Php 18,741.36
- 11.) Twenty-Eight (28) pcs of Dust Pan, plastic. ABC: Php 1,330.00
- 12.) Sixty-Four (64) cans of Floor Wax, Paste Type, Red, 800-900 grams/can ABC:
Php 20,122.24
- 13.) One Hundred Eight (108) packs of Trash Bag, XXL size, 10 pcs/pack. ABC: Php 14,250.60
- 14.) Twenty-Three (23) bottles of Stamp Pad Ink, Blue, 60ml. ABC: Php 672.06
- 15.) Twenty-Two (22) pcs of Philippine National Flag



Standard Size. ABC: Php 6,360.42

16.) One Hundred Twenty-One (121) boxes of Staple Wire, Standard. ABC: Php 3,448.50

17.) Ninety-Six (96) rolls of Masking Tape, 24 mm ABC: Php 5,674.56

18.) Seventy-One (71) rolls of Masking Tape, 48 mm. ABC: Php 9,967.69

19.) Forty-Two (42) rolls of Packaging Tape, 48 mm ABC: Php 1,241.52

20.) Fifty-Seven (57) rolls of Transparent Tape, 24 mm .ABC: Php 1,023.15

21.) Fifteen (15) units of Calculator, Compact. ABC: Php 3,307.35

22.) One Hundred Sixty-Three (163) pcs of Correction Tape, 36m. ABC: Php 3,175.24

23.) Four (4) boxes of Documentary Envelope, A4 size, 500 pcs/box ABC: Php 3,441.24

24.) Five (5) boxes of Documentary Envelope, Legal size, 500 pcs/box ABC: Php 5,166.90

25.) Thirty-Three (33) boxes of Expanding Envelope, Kraft, 100 pcs/box. ABC: Php 32,187.21

26.) Twenty-Seven (27) boxes of Mailing Envelope, long, 500 pcs/box. ABC: Php 12,620.34

27.) One Hundred Fourteen (114) boxes of Fastener, Metal, Non-Sharp Edges ABC: Php 10,950.84

28.) Twenty-Nine (29) boxes of Folder, Pressboard, 100 pcs/box .ABC: Php 57,398.25

29.) Twelve (12) pcs of Permanent Marker, Black, Fine tip. ABC: Php 189.96

30.) Seven (7) pcs of Permanent Marker, Blue, Fine tip. ABC: Php 107.24

31.) Four (4) pcs of Permanent Marker, Red, Fine tip. ABC: Php 60.52

32.) Ninety (90) pcs of Whiteboard Marker, fine tip

Color:

Black : 57

Blue : 33. ABC: Php 1,995.30

33.) Ninety-Seven (97) boxes of Paper Clip, Vinyl, Pastic Coated, 33 mm ABC: Php 870.09

34.) One Hundred Eight (108) boxes of Paper Clip, Vinyl, Pastic Coated, Jumbo, 500



mm. ABC: Php 2,109.24

- 35.) Sixteen (16) boxes of Pencil, Lead/graphite, with eraser, 12 pcs/box ABC: Php 726.08
- 36.) Twenty-Three (23) pcs of Stamp Pad, Felt. ABC: Php 931.73
- 37.) Eight (8) pairs of Scissors, Symmetrical/Asymmetrical, 7-8" ABC: Php 297.84
- 38.) Twenty (20) pcs of Stapler. Standard Type. ABC: Php 4,011.20
- 39.) Forty-Eight (48) packs of Cartolina, 20 pcs/pack, Assorted Colors. ABC: Php 4,079.04
- 40.) One Thousand Seven Hundred Ten (1710) reams of BondPaper, Multipurpose, A4 size, 70 gsm, subs. 20. ABC: Php 239,058.00
- 41.) Two Thousand Three Hundred Three (2303) reams of BondPaper, Multipurpose, Legal size, 70 gsm, subs. 20. ABC: Php 371,473.90
- 42.) Sixty-Three (63) pcs of Record Book, 300 pages. ABC: Php 5,863.41
- 43.) Seventy-Four (74) pcs of Record Book, 500 pages ABC: Php 9,355.82
- 44.) One Hundred Sixty (160) packs of Toilet Tissue Paper 2-ply, 16 rolls/pack ABC: Php 16,140.80
- 45.) Seventy-Two (72) cans of Insecticide Spray, 300ml ABC: Php 18,753.84
- 46.) One Hundred One (101) bottles of Printer Ink
for existing Epson printer, Epson T6643, Magenta. ABC: Php 24,828.83
- 47.) One Hundred Twenty-Eight (128) bottles of Printer Ink
for existing Epson printer, Epson T6644, Yellow ABC: Php 31,466.24
- 48.) Three Hundred Twenty (320) bottles of Printer Ink
for existing Epson printer, Epson T6641, Black ABC: Php 84,000.00
- 49.) Ninety (90) bottles of Printer Ink
for existing Epson printer, Epson T6642, Cyan ABC: Php 25,515.00
- 50.) Eighty (80) sets of Printer Ink
for existing Brother printer, BT660, BT5000 (CYMB) . ABC: Php 159,600.00
- 51.) One Hundred Twenty (120) bottles of Printer Ink
for existing Brother printer, BT660 Black. ABC: Php 50,400.00
- 52.) Twenty (20) pcs of Data File Box, Made of Chipboard with Closed End ABC: Php 3,150.00
- 53.) Twenty (20) pcs of Data File Box, Made of Chipboard ABC: Php 2,520.00



54.) Twenty-Eight (28) boxes of Computer Continuous Form, 4-ply, 280mm x 378mm. ABC: Php 56,448.00

55.) Twenty-Eight (28) boxes of Computer Continuous Form, 4-ply, 241mm x 279mm. ABC: Php 46,804.80

56.) Thirty-Five (35) boxes of Computer Continuous Form, 4-ply, 241mm x 330mm. ABC: Php 64,055.25

57.) One Hundred (100) pcs of Deodorant Cake, 100g. ABC: Php 5,250.00

58.) Twenty (20) pcs of Door Knob, ball type, stainless steel, 3 keys. ABC: Php 10,500.00

59.) Eighty (80) bottles of Muriatic Acid, 1L. ABC: Php 16,380.00

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. 12009 (New Government Procurement Reform Act) and its Implementing Rules and Regulations.

In compliance with RA 12009 Documentary Requirements interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration, Omnibus Sworn Statement (OSS), Income Tax Return (ITR) and other relevant documents (if necessary), upon the submission of quotation.

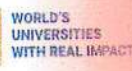
Award of contract shall be made to the LCRB, MEARB, MARB or HRRB, SCRB, as the case maybe, which complies with the necessary description as stated above and other terms and conditions stated in the price quotation form.

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 **September 4, 2026 9:30 AM** at the Procurement Office, Ground Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually or email (bac@wmsu.edu.ph).

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1002

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. by lot, if warranted.



REQUEST FOR QUOTATION

Quotation No.: _____

PR-26-03-115

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 **SEP 04 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-EPSS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
- 7 For ABCs above **Php50,000.00**, you are **REQUIRED** to SUBMIT **Omnibus Sworn Statement (OSS)** upon Award.

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	245	pcs	Sign Pen, Fine Tip, Color: Black : 104 pcs Blue : 141 pcs . 30.91/pcs.	P7,572.95		
2.	270	packs	Battery, Dry Cell, AA, 2pcs/blister pack . 20.80/packs.	P5,616.00		
3.	184	packs	Battery Dry Cell, AAA, 2pcs/blister pack. 18.61/packs.	P3,424.24		
4.	51	cans	Air Freshener, 280ml. 126.67/cans.	P6,460.17		
5.	98	pcs	Soft Broom (Walis Tambo) . 126.67/pcs.	P12,413.66		
6.	55	pcs	Hard Broom (Walis Ting-Ting) . 26.39/pcs.	P1,451.45		
7.	227	bottles	Cleaner, Toilet Bowl and Urinal, 200 ml/bottle . 42.22/bottles.	P9,583.94		
8.	263	pcs	Detergent Bar, set of 3. 9.48/pcs.	P2,493.24		
9.	112	packs	Detergent Powder, All purpose, 1 kilo/pack. 54.89/packs.	P6,147.68		
10.	132	cans	Disinfectant Spray 280ml. 141.98/cans.	P18,741.36		
11.	28	pcs	Dust Pan, plastic. 47.50/pcs.	P1,330.00		
12.	64	cans	Floor Wax, Paste Type, Red, 800-900 grams/can . 314.41/cans.	P20,122.24		
13.	108	packs	Trash Bag, XXL size, 10 pcs/pack. 131.95/packs.	P14,250.60		
14.	23	bottles	Stamp Pad Ink, Blue, 60ml. 29.22/bottles.	P672.06		
15.	22	pcs	Philippine National Flag Standard Size. 289.11/pcs.	P6,360.42		

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

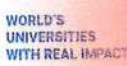
Canvasser

DANNI VINCENT VILLAREAL

Printed Name/Signature

Tel .No./Cellphone #

Date



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- 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
- 7 For ABCs above **Php50,000.00**, you are REQUIRED to SUBMIT **Omnibus Sworn Statement (OSS)** upon Award.

16.	121	boxes	Staple Wire, Standard. 28.50/boxes.	P3,448.50		
17.	96	rolls	Masking Tape, 24 mm . 59.11/rolls.	P5,674.56		
18.	71	rolls	Masking Tape, 48 mm. 140.39/rolls.	P9,967.69		
19.	42	rolls	Packaging Tape, 48 mm . 29.56/rolls.	P1,241.52		
20.	57	rolls	Transparent Tape, 24 mm . 17.95/rolls.	P1,023.15		
21.	15	units	Calculator, Compact. 220.49/units.	P3,307.35		
22.	163	pcs	Correction Tape, 36m. 19.48/pcs.	P3,175.24		
23.	4	boxes	Documentary Envelope, A4 size, 500 pcs/box. 860.31/boxes.	P3,441.24		
24.	5	boxes	Documentary Envelope, Legal size, 500 pcs/box . 1,033.38/boxes.	P5,166.90		
25.	33	boxes	Expanding Envelope, Kraft, 100 pcs/box. 975.37/boxes.	P32,187.21		
26.	27	boxes	Mailing Envelope, long, 500 pcs/box. 467.42/boxes.	P12,620.34		
27.	114	boxes	Fastener, Metal, Non-Sharp Edges . 96.06/boxes.	P10,950.84		
28.	29	boxes	Folder, Pressboard, 100 pcs/box . 1,979.25/boxes.	P57,398.25		
29.	12	pcs	Permanent Marker, Black, Fine tip. 15.83/pcs.	P189.96		
30.	7	pcs	Permanent Marker, Blue, Fine tip. 15.32/pcs.	P107.24		
31.	4	pcs	Permanent Marker, Red, Fine tip. 15.13/pcs.	P60.52		
32.	90	pcs	Whiteboard Marker, fine tip Color: Black : 57 Blue : 33. 22.17/pcs.	P1,995.30		

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Brand & Model : _____
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REY ESPIRITUSANTO

Canvasser

DANNI VINCENT VILLAREAL

Printed Name/Signature

Tel .No./Cellphone #

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33.	97	boxes	Paper Clip, Vinyl, Pastic Coated, 33 mm . 8.97/boxes.	P870.09		
34.	108	boxes	Paper Clip, Vinyl, Pastic Coated, Jumbo, 500 mm. 19.53/boxes.	P2,109.24		
35.	16	boxes	Pencil, Lead/graphite, with eraser, 12 pcs/box. 45.38/boxes.	P726.08		
36.	23	pcs	Stamp Pad, Felt. 40.51/pcs.	P931.73		
37.	8	pairs	Scissors, Symmetrical/Asymmetrical, 7-8" . 37.23/pairs.	P297.84		
38.	20	pcs	Stapler. Standard Type. 200.56/pcs.	P4,011.20		
39.	48	packs	Cartolina, 20 pcs/pack, Assorted Colors. 84.98/packs.	P4,079.04		
40.	1710	reams	BondPaper, Multipurpose, A4 size, 70 gsm, subs. 20. 139.80/reams.	P239,058.00		
41.	2303	reams	BondPaper, Multipurpose, Legal size, 70 gsm, subs. 20. 161.30/reams.	P371,473.90		
42.	63	pcs	Record Book, 300 pages. 93.07/pcs.	P5,863.41		
43.	74	pcs	Record Book, 500 pages . 126.43/pcs.	P9,355.82		
44.	160	packs	Toilet Tissue Paper 2-ply, 16 rolls/pack . 100.88/packs.	P16,140.80		
45.	72	cans	Insecticide Spray, 300ml . 260.47/cans.	P18,753.84		
46.	101	bottles	Printer Ink for existing Epson printer, Epson T6643, Magenta. 245.83/bottles.	P24,828.83		
47.	128	bottles	Printer Ink for existing Epson printer, Epson T6644, Yellow . 245.83/bottles.	P31,466.24		
48.	320	bottles	Printer Ink for existing Epson printer, Epson T6641, Black . 262.50/bottles.	P84,000.00		

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EPS Solicitation Number : _____

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Brand & Model : _____

Delivery Period : _____

Warranty : _____

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49.	90	bottles	Printer Ink for existing Epson printer, Epson T6642, Cyan . 283.50/bottles.	P25,515.00		
50.	80	sets	Printer Ink for existing Brother printer, BTD60, BT5000 (CYMB) . 1,995.00/sets.	P159,600.00		
51.	120	bottles	Printer Ink for existing Brother printer, BTD60 Black. 420.00/bottles.	P50,400.00		
52.	20	pcs	Data File Box, Made of Chipboard with Closed End . 157.50/pcs.	P3,150.00		
53.	20	pcs	Data File Box, Made of Chipboard . 126.00/pcs.	P2,520.00		
54.	28	boxes	Computer Continuous Form, 4-ply, 280mm x 378mm. 2,016.00/boxes.	P56,448.00		
55.	28	boxes	Computer Continuous Form, 4-ply, 241mm x 279mm. 1,671.60/boxes.	P46,804.80		
56.	35	boxes	Computer Continuous Form, 4-ply, 241mm x 330mm. 1,830.15/boxes.	P64,055.25		
57.	100	pcs	Deodorant Cake, 100g. 52.50/pcs.	P5,250.00		
58.	20	pcs	Door Knob, ball type, stainless steel, 3 keys. 525.00/pcs.	P10,500.00		
59.	80	bottles	Muriatic Acid, 1L. 204.75/bottles.	P16,380.00		
NOTE: ADMINISTRATION						

Total: _____

EPS Reference Number : _____

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