



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 for the University Press**

Approved Budget Cost: **PHP 447,742.00**

Purchase Request No.: **PR 26-09-370**

Closing Date: **October 15, 2026 1:30 PM**

1.) Four Hundred (400) reams of Book Paper

- size: **8.5" x 13"**

- **70 GSM**

- Substance 20. ABC: **PHP 119,200.00**

2.) Four Hundred (400) reams of Book Paper

- size: **A4**

- **70 GSM**

- Substance 20. ABC: **PHP 100,800.00**

3.) Forty (40) reams of Book Paper

- size: **8.5"x11"**

- **70 GSM**

- Substance 20. ABC: **PHP 10,080.00**

4.) Ten (10) bottles of Glue 240g. ABC: PHP 950.00

5.) Two (2) cart of Brother Toner DCP-L2540DW. ABC: PHP 12,000.00

6.) Ten (10) sets of Printer Ink

for existing Epson L14150 printer, Ink No. 001 (CMYBK) . ABC: **PHP 20,220.00**

7.) Twelve (12) sets of Printer Ink

for existing Epson L3210 printer, Ink No. 003 (CMYBK) . ABC: **PHP 19,260.00**

8.) Twelve (12) sets of Printer Ink

for existing Epson L3118 printer, Ink No. 004 (CMYBK) . ABC: **PHP 12,732.00**

9.) One Thousand (1000) sheets of Chipboard

- **#30**

- to be cut into 9 x 13 3/4 and 2x9 . ABC: **PHP 60,000.00**

10.) One Thousand Five Hundred (1500) sheets of Kraft 8 1/2 x 29.25 inches. ABC: PHP 90,000.00

11.) Ten (10) jars of Padding Glue for Binding

- **250g/container. ABC: PHP 2,500.00**

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) and other relevant documents (if necessary), upon the submission of quotation.



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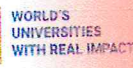
Award of contract shall be made to the LCRB, MEARB, MARB or HRRB, SCRB, as the case maybe, which complies with the necessary description as stated above and other terms and conditions stated in the price quotation form.

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 October 15, 2026 1:30 PM 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-26-09-370

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 **OCT 15 2026** at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

DR. FREDELINO M. SAN JUAN
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
- 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.	400	reams	Book Paper - size: 8.5" x 13" - 70 GSM - Substance 20. 298.00/reams.	P119,200.00		
2.	400	reams	Book Paper - size: A4 - 70 GSM - Substance 20. 252.00/reams.	P100,800.00		
3.	40	reams	Book Paper - size: 8.5"x11" - 70 GSM - Substance 20. 252.00/reams.	P10,080.00		
4.	10	bottles	Glue 240g. 95.00/bottles.	P950.00		
5.	2	cart	Brother Toner DCP-L2540DW. 6,000.00/cart.	P12,000.00		
6.	10	sets	Printer Ink			

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

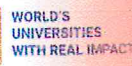
Canvasser

DANNI VINCENT VILLAREAL

Printed Name/Signature

Tel .No./Cellphone #

Date



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7.	12	sets	Printer Ink for existing Epson L3210 printer, Ink No. 003 (CMYBK) . 1,605.00/sets.	P19,260.00		
8.	12	sets	Printer Ink for existing Epson L3118 printer, Ink No. 004 (CMYBK) . 1,061.00/sets.	P12,732.00		
9.	1000	sheets	Chipboard - #30 - to be cut into 9 x 13 3/4 and 2x9 . 60.00/sheets.	P60,000.00		
10.	1500	sheets	Kraft 8 1/2 x 29.25 inches. 60.00/sheets.	P90,000.00		
11.	10	jars	Padding Glue for Binding - 250g/container. 250.00/jars.	P 2,500.00		
			NOTE: For the UPRESS Use.			

Total: _____

EPS Reference Number : _____

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Printed Name/Signature

Tel .No./Cellphone #

Date