



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-991-7875
www.wmsu.edu.ph

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 : **Supply and Delivery of Various Office Supplies and Materials for the WESMAARRDEC**

Approved Budget Cost : **Php 24,600.00**

Purchase Request No.: **18-10-377**

Closing Date: **October 23, 2018**

Description:

1.)	10	Reams	Bond Paper - legal size, substance 20
2.)	10	Reams	Bond Paper - A4 size, substance 20
3.)	1	Ream	Special Paper - ivory, short
4.)	3	Boxes	Ballpen (blue) - 1 doz./box
5.)	3	Boxes	Ballpen (black) - 1 doz./box
6.)	2	Boxes	Sign Pen (blue), 0.5 liquid gel, needle point
7.)	2	Boxes	Sign Pen (black), 0.5 liquid gel, needle point
8.)	5	Boxes	Pencil, no. 2
9.)	50	Pieces	ID Jacket with Sling 3 x 4
10.)	50	Pieces	Manila Paper
11.)	50	Pieces	Expanding Envelope (long) brown with rubber tie
12.)	50	Pieces	Expanding Envelope (short) brown with rubber tie
13.)	30	Pieces	Certificate Holder (blue), short
14.)	20	Pieces	Steno Notebook, 60 leaves
15.)	6	Rolls	Clear Tape, big size, 3"
16.)	6	Packs	Tissue Paper, 2 ply (12 pcs/pack)
17.)	1	Box	Permanent Marking Pen, fine tip, color: black
18.)	1	Box	Permanent Marking Pen, fine tip, color: blue
19.)	1	Box	Permanent Marking Pen, fine tip, color: red
20.)	1	Box	Whiteboard Marker, blue
21.)	5	Pieces	Correction Tape, size 20 x 5 mm
22.)	6	Bottles	Alcohol Isoprophyl, 70%, 500ml/bot
23.)	6	Rolls	Packaging Tape, 2" x 30 m
24.)	4	Rolls	Maskin Tape, 2"
25.)	5	Pieces	Flash Drive, 8 GB
26.)	4	Packs	Battery AA (2 pcs/pack)
27.)	4	Packs	Battery AAA (2 pcs/pack)
28.)	4	Packs	Battery 9 volt (1 pc/pack)
29.)	4	Cartridge	HP 704 Colored Ink

30.)	4	Cartridge	HP 704 Black Ink
31.)	1	Set	Epson L360 Ink (magenta, cyan, blue, black)
32.)	30	Pieces	Seminar Bag
			* assorted color
			* 12 inches x 16 inches
			* cotton material

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.

Interested bidders may obtain further information from WMSU BAC Secretariat regarding the checklist of eligibility and technical requirements.

IMPORTANT NOTICE FOR BIDDERS:

1. All bidders' are required to post a Bid Security, at least Two (2%) Percent of the ABC in the form of Cash, Cashier's Check or Manager's Check, or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.
2. The Bidder shall prepare an original of the Eligibility Documents, Technical Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". State the unit price of each item and the total bid price and also state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.
3. Price validity shall be for a period of 120 calendar days.
4. Bidders shall submit original brochures showing certifications of the product being offered.
5. 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.
6. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

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.