

## 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 CHED Project of the CSWCD of the University

Approved Budget Cost: Php 27,380.00 Purchase Request No.: 21-01-028 Closing Date: February 5, 2021

Description:

1.)	10	Reams	Bond Paper Short, substance 20
2.)	13	Reams	Bond Paper Long, substance 20
3.)	20	Pieces	Expanding Plastic Envelop Long
4.)	20	Pieces	Pocket File Folder Organizer
			* With Handle
			* Long
			* Transparent
5.)	10	Rolls	Clear Tape, 2 inches
6.)	10	Boxes	Permanent Marker, black, broad point
7.)	20	Sets	Ink for Existing HP
			* Ink GT-51 Black, Ink GT-52 Yellow, Ink GT-52 Magenta
			Ink GT-52 Cyan
8.)	4	Pieces	Stapler with Built-in Staple Remover, big, #35
9.)	10	Boxes	Ballpen Blue, 12 pieces/box
10.)	5	Boxes	Ballpen Black, 12 pieces/box
11.)	20	Boxes	Pencil, no.2, 12 pieces/box
12.)	1	Unit	Portable External Hard Drive, 1 terabyte
13.)	10	Boxes	Staple Wire, #35
14.)	6	Boxes	HP Ink 680 (tricolor)
			HP 680 Ink cartridge Black

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 are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Number, 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 <u>2:00 PM of February 5, 2021</u> at the BAC Office, Ground Floor Executive Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bacsecretariate@wmsu.edu.ph) or through facsimile at (062)991-7875.

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062)991-7875.

## REQUEST FOR QUOTATION Western Mindanao State University

NOTE:    All ENTRIES MUST BE TYPEWRITTEN   DELIVERY PERIOD WITHIN 10   CALENDAR DAYS FROM THE RECEIPT OF THE PURCHASE ONDER.						Quota	tion No.:	
Shortest time of delivery and submit your quotation duly signed by your representative not later than						PR No	.: PR-21-01-0	28
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7. 20 Sets Ink for Existing HP	5.	10	Rolls	Clear Tape, 2 inches	₽	300.00		
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10. 5 Boxes Ballpen Black, 12 pieces/box P 450.00  11. 20 Boxes Pencil, no. 2, 12 pieces/box P 1,700.00  12. 1 Unit Portable External Hard Drive, 1 terabyte P 4,000.00    Note: For the CHED Project of the College of Social Work and Community Development.    PAGE 1 Of 2	8.	4	Pieces	Stapler with Built-in Staple Remover, big, #35	₽	480.00		
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12. 1 Unit Portable External Hard Drive, 1 terabyte     P	10.	5	Boxes	Ballpen Black, 12 pieces/box	₽	450.00		
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VMSU-BAC-FR-016 Iffective Date: 31 Oct. 2016								

## REQUEST FOR QUOTATION Western Mindanao State University

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PR No.: PR-21-01-028							28		
	Please	quote your lo	owest price on the item/s listed below, subject	t to the Gene	ral Con	ditions on the	page, stating	the	
shorte 2:00 P	st time of	delivery and a return envelo	submit your quotation duly signed by your repope attached herewith. Any quotation submitt	presentative in the desired beyond the	not late iis date	rtnan	EB 05 207	21 at	
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13.	10	Reams	Bond Paper Short, substance 20		₽	600.00			
14.	13	Reams	Bond Paper Long, substance 20		₱	1,800.00			
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			PAGE 2 Of 2				Total:		
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PhilGEPS Registration No.: Certificate Reference No.:									
EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORRO Canvasser						Printed Name		_	
					Tel .No./Cellphone #  Date				

WMSU-BAC-FR-016 Effective Date: 31 Oct. 2016