



Republic of the Philippines  
WESTERN MINDANAO STATE UNIVERSITY  
Zamboanga City  
Telephone No.: 062-991-7875  
[www.wmsu.edu.ph](http://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	<b>Bond Paper Short, substance 20</b>
2.)	13	Reams	<b>Bond Paper Long, substance 20</b>
3.)	20	Pieces	<b>Expanding Plastic Envelop Long</b>
4.)	20	Pieces	<b>Pocket File Folder Organizer</b> * With Handle * Long * Transparent
5.)	10	Rolls	<b>Clear Tape, 2 inches</b>
6.)	10	Boxes	<b>Permanent Marker, black, broad point</b>
7.)	20	Sets	<b>Ink for Existing HP</b> * Ink GT-51 Black, Ink GT-52 Yellow, Ink GT-52 Magenta Ink GT-52 Cyan
8.)	4	Pieces	<b>Stapler with Built-in Staple Remover, big, #35</b>
9.)	10	Boxes	<b>Ballpen Blue, 12 pieces/box</b>
10.)	5	Boxes	<b>Ballpen Black, 12 pieces/box</b>
11.)	20	Boxes	<b>Pencil, no.2, 12 pieces/box</b>
12.)	1	Unit	<b>Portable External Hard Drive, 1 terabyte</b>
13.)	10	Boxes	<b>Staple Wire, #35</b>
14.)	6	Boxes	<b>HP Ink 680 (tricolor)</b> <b>HP 680 Ink cartridge Black</b>

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 2:00 PM of February 5, 2021 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](mailto: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

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

PR No.: PR-21-01-028

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 FEB 05 2021 at 2:00 P.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

**NOTE:**

- 1 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE 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

**MA. LOURDES B. ALBA**  
BAC Chair

Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
1.	10	Reams	Bond Paper Short, substance 20	₱ 2,500.00		
2.	13	Reams	Bond Paper Long, substance 20	₱ 3,900.00		
3.	20	Pieces	Expanding Plastic Envelop Long	₱ 600.00		
4.	20	Pieces	Pocket File Folder Organizer <ul style="list-style-type: none"> <li>• With handle</li> <li>• Long</li> <li>• Transparent</li> </ul>	₱ 3,200.00		
5.	10	Rolls	Clear Tape, 2 inches	₱ 300.00		
6.	10	Boxes	Permanent Marker, black, broad point	₱ 950.00		
7.	20	Sets	Ink for Existing HP <ul style="list-style-type: none"> <li>• Ink GT-51 Black, Ink GT-52 Yellow, Ink GT-52 Magenta, Ink GT-52 Cyan</li> </ul>	₱ 6,000.00		
8.	4	Pieces	Stapler with Built-in Staple Remover, big, #35	₱ 480.00		
9.	10	Boxes	Ballpen Blue, 12 pieces/box	₱ 900.00		
10.	5	Boxes	Ballpen Black, 12 pieces/box	₱ 450.00		
11.	20	Boxes	Pencil, no. 2, 12 pieces/box	₱ 1,700.00		
12.	1	Unit	Portable External Hard Drive, 1 terabyte	₱ 4,000.00		
<i>Note: For the CHED Project of the College of Social Work and Community Development.</i>						

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

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

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

**Total:** \_\_\_\_\_  
 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 Registration No.:** \_\_\_\_\_  
**Certificate Reference No.:** \_\_\_\_\_

EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORROMEIO  
 Canvasser

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

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

\_\_\_\_\_  
 Date

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Western Mindanao State University

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*(Signature)*  
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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
13.	10	Reams	Bond Paper Short, substance 20	P 600.00		
14.	13	Reams	Bond Paper Long, substance 20	P 1,800.00		
			<i>Note: For the CHED Project of the College of Social Work and Community Development.</i>			

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

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

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

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

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

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 Printed Name/Signature

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 Tel. No./Cellphone #

\_\_\_\_\_  
 Date