

## **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 QMO-ISO of the University Approved Budget Cost : Php 24,975.00 Purchase Request No.: 21-02-7 Closing Date: March 5, 2021 Description:

1.)	5	Reams	Bond Paper - A4, 70gsm
2.)	5	Reams	Bond Paper - legal size, 70gsm
3.)	50	Packs	Vellum Certificate Paper - A4, 10 sheet/pack
4.)	1	Pack	Sticker Paper - matte, legal size, 100 sheet/pack
5.)	1	Pack	Sticker Paper - matte, A4 size, 100 sheet/pack
6.)	50	Pieces	Expanding Envelope with Garter - long
7.)	50	Pieces	Expanded Folder - long
8.)	30	Packs	Construction Paper (assorted colors)
9.)	1	Pack	Plastic Comb Binder Ring
			* 8mm (5/6")
			* 10 pieces/pack
			* black
10.)	1	Pack	Plastic Comb Binder Ring
			* 12mm (1/2")
			* 10 pieces/pack
			* black
11.)	1	Pack	Plastic Comb Binder Ring
			* 28mm (1-1/8")
			* 10 pieces/pack
			* black
12.)	1	Pack	Clear PVC Book Binding Cover - A4 size, 100pcs/pack
13.)	1	Pack	Clear PVC Book Binding Cover - legal size, 100pcs/pack
14.)	35	Pieces	Clear Book - legal size, black
15.)	2	Pieces	White Board Marker - black
16.)	2	Pieces	White Board Marker - blue
17.)	1	Box	Permanent Marker - black/blue, 12 pcs/box
18.)	1	Box	Gel Ink Pen - blue, 12 pieces/box
, 19.)	10	Boxes	Staple Wire - no. 30 - 26/6
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20.)	5	Boxes	Paper Fastener - plastic coated, assorted color
21.)	10	Rolls	Double-Sided Tape - 1 inch
22.)	4	Sets	Ink for Epson L-360
			* Epson 664 - Black (70ml)
			* Epson 664 - Cyan (70ml)
			* Epson 664 - Magenta (70ml)
			* Epson 664 - Yellow (70ml)
23.)	2	Sets	Ink for DCP-T700W
			* BT6000 - Black
			* BT5000 - Cyan
			* BT5000 - Magenta
			* BT5000 - Yellow

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 March 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

			×.	Quotation No.:				
							No.: PR-21-0	
	Plea	ise quote you	ur lowest price on th	e item/s listed below, subject to	the Genera	I Conditions on	the page, st	ating the
shorte at 2:0	est time 0 P.M. i	of delivery a	nd submit your quot	ation duly signed by your repre erewith. Any quotation submitte	sentative no	t later than	MAR OF	5 2021
				and a submitte	ed beyond th	iis date will not	be considere	ed.
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NOTE	:	N 9896 7.547				MA.	LOURDES E BAC Chai	
	1	2 DELIVERY 3 WARRAN DATE OF 4 PRICE VA 5 G-EPS RE	ACCEPTANCE BY WES LIDITY SHALL BE FOR A GISTRATION CERTIFIC	ITTEN CALENDAR DAYS FROM THE RECE RIOD OF SIX (6) MONTHS FOR SUPP TERN MINDANAO STATE UNIVERSIT PERIOD OF 120 CALENDAR DAYS I ATE SHALL BE ATTACHED UPON SU AL BROCHURES SHOWING CERTIFIC	JPON RECEIPT	ERIALS. ONE (1) Y	EAR FOR EQUI	
Item No.	Qty	Unit		Item and Description	Ap	proved Budget	Unit Cost	Total Cost
1.	5	Reams	Bond Paper – A	4, 70gsm	P	Contract (ABC) 1,250.00		Tomi Cost
2.	5	Reams	Bond Paper – Le	gal size, 70gsm	₽	1,250.00		
3.	50	Packs	Vellum Certifica	te Paper – A4, 10 sheet/pack	₽	2,500.00		
4.	1	Pack	Sticker Paper –	matte, legal size, 100 sheet/pa	ck ₱	300.00		
5.	1	Pack	Sticker Paper – I	matte, A4 size, 100 sheet/pack	P	300.00		
6.	50	Pieces	Expanding Enve	ope with Garter – long	₽	750.00		
7.	50	Pieces	Expanded Folde	d – long	₽	1,000.00		
8.	30	Packs		per (assorted colors)	₽	900.00	-	
9.	1	Pack	Plastic Comb Bin 8mm (5 10 piece Black		P	300.00		
			Note: For the QMC	) ISO.				
				PAGE 1 Of 3			Total:	
EPS Re	ference N	lumber :					& Model :	
EPS Sol	licitation I	Number :				Warra		
EPS Clo	sing Date	e :				Price \		_
	After ha	aving carefully	read and accepted yo	ur General Conditions, the foregoir	ng are our pric	e quotation for th	ne items above	indicated.
						lateral av		
						istration No.		
				Ce	rtificate Re	ference No.:		

EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORROMEO Canvasser Printed Name/Signature

Tel .No./Cellphone #

Date

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

2

**REQUEST FOR QUOTATION** Western Mindanao State University

**Quotation No.:** 

1+ NO MA. LOURDES B. ALBA

PR No.: PR-21-02-047

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

NOTE:

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ALL ENTRIES MUST BE TYPEWRITTEN 1 2

BAC Chair

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- DELIVERY PERIOD WITHIN <u>10</u> CALENDAR DAYS FROM THE RECEIPT OF THE PURCHASE ORDER. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS. ONE (1) YEAR FOR EQUIPMENT, FROM PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPPON RECEIPT OF THE OURCHASE ORDER GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION RECEIPT OF THE OURCHASE ORDER 4 5 6

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BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OF	
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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
10.	1	Pack	Plastic Comb Binder Ring <ul> <li>12mm (1/2")</li> <li>10 pieces/pack</li> <li>Black</li> </ul>	P 500.00		
11.	1	Pack	Plastic Comb Binder Ring • 28mm (1-1/8") • 10 pieces/pack • Black	₱ 550.00		
12.	1	Pack	Clear PVC Book Binding Cover – A4 size, 100pcs/pack	₱ 550.00		
13.	1	Pack	Clear PVC Book binding Cover – Legal size, 100pcs/pack	₱ 600.00		
14.	35	Pieces	Clear Book – legal size, black	₽ 1,750.00		
15.	2	Pieces	White board marker – Black	₽ 130.00		
16.	2	Pieces	White board marker - Blue	₽ 130.00	2	
17.	1	Box	Permanent Marker – black/blue, 12 pcs/box	₱ 450.00		
			Note: For the QMO ISO.			

## PAGE 2 Of 3

Total:	
Brand & Model	:
<b>Delivery Period</b>	
Warranty	
Price Validity	

**EPS Solicitation Number EPS** Closing Date

EPS Reference Number

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 BORROMEO Canvasser

Tel .No./Cellphone #

Printed Name/Signature

Date

WMSU-BAC-FR-016 Effective Date: 31 Oct. 2016 **REQUEST FOR QUOTATION** 

Western Mindanao State University

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

PR No.: PR-21-02-047

1+1 MA. LOURDES B. ALBA

BAC Chair

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the

MAR 05 2021 shortest time of delivery and submit your quotation duly signed by your representative not later than 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
- ALL ENTRIES MUST BE TYPEWRITTEN DELIVERY PERIOD WITHIN <u>10</u> CALENDAR DAYS FROM THE RECEIPT OF THE PURCHASE ORDER. 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 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE OURCHASE ORDER G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION BIDDERS SHALL SUBMIT OPICIAL BROAM UPOR OUT OF THE OURCHASE ORDER 3
- 45

6	BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
1	Box	Gel Ink Pen – blue, 12 pieces/box	₱ 250.00		
10	Boxes	Staple Wire – no.30 – 26/6	₱ 600.00		
5	Boxes	Paper Fastener – plastic coated, assorted color	₽ 175.00		
10	Rolls	Double-sided tape – 1 inch	₱ 300.00		-
4	Sets	Ink for EPSON L-360 • EPSON 664 – Black (70ml) • EPSON 664 – Cyan (70ml) • EPSON 664 – Magenta (70ml) • EPSON 664 – Yellow (70ml)	₽ 6,400.00		
2	Sets	Ink for DCP-T700W BT6000 – Black BT5000 – Cyan BT5000 – Magenta BT5000 – Yellow	₽ 4,040.00		
	1 10 5 10 4	1Box10Boxes5Boxes10Rolls4Sets	1       Box       Gel Ink Pen – blue, 12 pieces/box         10       Boxes       Staple Wire – no.30 – 26/6         5       Boxes       Paper Fastener – plastic coated, assorted color         10       Rolls       Double-sided tape – 1 inch         4       Sets       Ink for EPSON L-360 <ul> <li>EPSON 664 – Black (70ml)</li> <li>EPSON 664 – Cyan (70ml)</li> <li>EPSON 664 – Magenta (70ml)</li> <li>EPSON 664 – Yellow (70ml)</li> <li>EPSON 664 – Yellow (70ml)</li> <li>BT6000 – Black</li> <li>BT5000 – Cyan</li> <li>BT5000 – Magenta</li> </ul>	1       Box       Gel Ink Pen – blue, 12 pieces/box       P       250.00         10       Boxes       Staple Wire – no.30 – 26/6       P       600.00         5       Boxes       Paper Fastener – plastic coated, assorted color       P       175.00         10       Rolls       Double-sided tape – 1 inch       P       300.00         4       Sets       Ink for EPSON L-360       P       6,400.00         •       EPSON 664 – Black (70ml)       •       EPSON 664 – Cyan (70ml)       •         2       Sets       Ink for DCP-T700W       •       BT5000 – Black       •       BT5000 – Cyan         8       BT5000 – Magenta       •       BT5000 – Magenta       P       4,040.00	1       Box       Gel Ink Pen – blue, 12 pieces/box       P       250.00         10       Boxes       Staple Wire – no.30 – 26/6       P       600.00         5       Boxes       Paper Fastener – plastic coated, assorted color       P       175.00         10       Rolls       Double-sided tape – 1 inch       P       300.00         4       Sets       Ink for EPSON L-360       P       6,400.00         •       EPSON 664 – Black (70ml)       •       EPSON 664 – Cyan (70ml)         •       EPSON 664 – Yellow (70ml)       •       P       4,040.00         2       Sets       Ink for DCP-T700W       P       4,040.00       •         BT5000 – Cyan       BT5000 – Magenta       P       4,040.00       •

PAGE 3 Of 3

**EPS Reference Number** 

Brand & Model **Delivery Period** Warranty

Price Validity

Total:

**EPS Solicitation Number EPS** Closing Date

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.:

Printed Name/Signature

Tel .No./Cellphone #

Date

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

EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORROMEO

Canvasser