



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 |

- | | | | |
|------|----|-------|---|
| 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 2:00 PM of March 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) 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-21-02-047

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.

MA. LOURDES B. ALBA
BAC Chair

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

Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
1.	5	Reams	Bond Paper – A4, 70gsm	P 1,250.00		
2.	5	Reams	Bond Paper – Legal size, 70gsm	P 1,250.00		
3.	50	Packs	Vellum Certificate Paper – A4, 10 sheet/pack	P 2,500.00		
4.	1	Pack	Sticker Paper – matte, legal size, 100 sheet/pack	P 300.00		
5.	1	Pack	Sticker Paper – matte, A4 size, 100 sheet/pack	P 300.00		
6.	50	Pieces	Expanding Envelope with Garter – long	P 750.00		
7.	50	Pieces	Expanded Folded – long	P 1,000.00		
8.	30	Packs	Construction Paper (assorted colors)	P 900.00		
9.	1	Pack	Plastic Comb Binder Ring <ul style="list-style-type: none"> • 8mm (5/6") • 10 pieces/pack • Black 	P 300.00		
			<i>Note: For the QMO ISO.</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.: _____
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EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORROMEO
Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

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

REQUEST FOR QUOTATION

Western Mindanao State University

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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 • 12mm (1/2") • 10 pieces/pack • Black	P 500.00		
11.	1	Pack	Plastic Comb Binder Ring • 28mm (1-1/8") • 10 pieces/pack • Black	P 550.00		
12.	1	Pack	Clear PVC Book Binding Cover – A4 size, 100pcs/pack	P 550.00		
13.	1	Pack	Clear PVC Book binding Cover – Legal size, 100pcs/pack	P 600.00		
14.	35	Pieces	Clear Book – legal size, black	P 1,750.00		
15.	2	Pieces	White board marker – Black	P 130.00		
16.	2	Pieces	White board marker – Blue	P 130.00		
17.	1	Box	Permanent Marker – black/blue, 12 pcs/box	P 450.00		
			<i>Note: For the QMO ISO.</i>			

PAGE 2 OF 3

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
18.	1	Box	Gel Ink Pen – blue, 12 pieces/box	P 250.00		
19.	10	Boxes	Staple Wire – no.30 – 26/6	P 600.00		
20.	5	Boxes	Paper Fastener – plastic coated, assorted color	P 175.00		
21.	10	Rolls	Double-sided tape – 1 inch	P 300.00		
22.	4	Sets	Ink for EPSON L-360 <ul style="list-style-type: none"> • EPSON 664 – Black (70ml) • EPSON 664 – Cyan (70ml) • EPSON 664 – Magenta (70ml) • EPSON 664 – Yellow (70ml) 	P 6,400.00		
23.	2	Sets	Ink for DCP-T700W <ul style="list-style-type: none"> • BT6000 – Black • BT5000 – Cyan • BT5000 – Magenta • BT5000 – Yellow 	P 4,040.00		
			<i>Note: For the QMO ISO.</i>			

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