



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 Vegetable Production Project of the University**

Approved Budget Cost : **Php 43,900.00**

Purchase Request No.: **21-02-048**

Closing Date: **March 12, 2021**

Description:

1.)	3	Boxes	Pencil with Eraser - no. 2 lead, one (1) dozen per box
2.)	5	Boxes	Ballpen - blue, 1 dozen per box
3.)	5	Boxes	Balpen - black, 1 dozen per box
4.)	2	Pairs	Scissors - medium, 6"
5.)	20	Pieces	Expandable Folder - long, green
6.)	30	Pieces	Expandable Envelop with tie/garter - long
7.)	8	Pieces	Permanent Marker - broad point, color: black
8.)	2	Bottles	Permanent Marker Ink Refiller - black
9.)	13	Pieces	Clear Book - 40 pockets, pink color, long
10.)	4	Pieces	Corrector Pen - size: 20 x 5mm
11.)	5	Boxes	Paper Clip - big, metal coated
12.)	2	Boxes	Paper Clip - small, metal coated
13.)	2	Boxes	Sign Pen - blue, 0.5, liquid gel, needle point, 1 dozen per box
14.)	1	Box	Sign Pen - black, 0.5, liquid gel, needle point, 1 dozen per box
15.)	10	Reams	Long Bond Paper - subs. 20
16.)	10	Reams	Short Bond Paper - subs. 20
17.)	2	Boxes	Staple Wire - no. 35
18.)	4	Pieces	Stapler, no. 35 heavy duty
19.)	35	Pieces	Folder Ordinary, long white, kraft
20.)	35	Pieces	Folder Ordinary, short white, kraft
21.)	50	Pieces	Folder Plastic, long with slider stick, white
22.)	50	Pieces	Folder Plastic, short with slider stick, white
23.)	3	Pieces	Clip Board - long
24.)	6	Rolls	Double Sided Tape - 1 inch, without foam, blue
25.)	20	Pieces	Correction Tape - 5mm x 6m
26.)	1	Piece	Puncher - heavy duty, 770mm punch 2 hole

27.)	9	Pieces	Highlighter - green (3), yellow (3), pink (3)
28.)	50	Pieces	Paper Fastener - metal coated, white
29.)	5	Pieces	Data Man/Filler - blue, long, H-9½" x W-5" x L-16"
30.)	3	Pads	Sticky Notes (Sign Here) - assorted color
31.)	1	Bottle	Glue - 500ml
32.)	38	Pieces	Manila Paper
33.)	152	Pieces	Notebooks - spring, 80 leaves
34.)	6	Rolls	Packing Tape - 2"
35.)	6	Rolls	Masking Tape - 2"
36.)	3	Pieces	Record Book, 500 leaves
37.)	20	Boxes	Disposable Face Mask - 3 ply, good quality, 50 pieces per box
38.)	3	Gallons	Alcohol Ethyl - 70% solution
39.)	1	Unit	3-in-1 Printer
			* scan, copy, print
			* Continuous Ink System

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 12, 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-21-02-048

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 12 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.	3	Boxes	Pencil with Faster – no.2 lead, one (1) dozen per box	P 360.00		
2.	5	Boxes	Ballpen – blue, 1 dozen per box	P 900.00		
3.	5	Boxes	Ballpen – black, 1 dozen per box	P 900.00		
4.	2	Pairs	Scissors – medium, 6"	P 160.00		
5.	20	Pieces	Expandable Folder – long, green	P 300.00		
6.	30	Pieces	Expandable Envelop with tie/garter – long	P 600.00		
7.	8	Pieces	Permanent Marker – broad point, color: black	P 480.00		
8.	2	Bottles	Permanent Marker Ink Refiller – black	P 200.00		
9.	13	Pieces	Clear book – 40 pockets, pink color, long	P 2,600.00		
10.	4	Pieces	Corrector Pen – size: 20 x 5mm	P 200.00		
			<i>Note: For the Vegetable Production Project of the College of Agriculture.</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 BORROMEJO
Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

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

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Western Mindanao State University

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost	
11.	5	Boxes	Paper Clip – big, metal coated	₱ 500.00			
12.	2	Boxes	Small, metal coated	₱ 200.00			
13.	2	Boxes	Sign Pen – blue, 0.5, liquid gel, needle point, 1 dozen per box	₱ 700.00			
14.	1	Box	Sign Pen – black, 0.5, liquid gel, needle point, 1 dozen per box	₱ 350.00			
15.	10	Reams	Long Bond Paper – subs. 20	₱ 3,500.00			
16.	10	Reams	Short Bond Paper – subs. 20	₱ 3,500.00			
17.	2	Boxes	Staple Wire – no. 35	₱ 120.00			
18.	4	Pieces	Stapler, no. 35 heavy duty	₱ 480.00			
19.	35	Pieces	Folder Ordinary, long white, kraft	₱ 350.00			
20.	35	Pieces	Folder Ordinary, short white, kraft	₱ 350.00			
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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
21.	50	Pieces	Folder Plastic, long with slider stick, white	₱ 850.00		
22.	50	Pieces	Folder Plastic, short with slider stick, white	₱ 650.00		
23.	3	Pieces	Clip board – long	₱ 360.00		
24.	6	Rolls	Double Sided tape – 1 inch, without foam, blue	₱ 360.00		
25.	20	Pieces	Correction tape – 5mm x 6m	₱ 600.00		
26.	1	Piece	Puncher – heavy duty, 770mm punch 2 hole	₱ 200.00		
27.	9	Pieces	Highlighter – green (3), yellow(3), pink(3)	₱ 270.00		
28.	50	Pieces	Paper Fastener – metal coated, white	₱ 400.00		
29.	5	Pieces	Data Man/Filler – blue, long, H-9 ½" x W-5" x L-16"	₱ 1,000.00		
30.	3	Pads	Sticky Note (Sign Here) – assorted color	₱ 150.00		
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32.	38	Pieces	Manila Paper	P 380.00		
33.	152	Pieces	Notebooks – spring, 80 leaves	P 3,040.00		
34.	6	Rolls	Packing Tape – 2"	P 300.00		
35.	6	Rolls	Masking Tape – 2"	P 540.00		
36.	3	Pieces	Record Book, 500 leaves	P 750.00		
37.	20	Boxes	Disposable Face Mask -	P 3,000.00		
38.	3	Gallons	Alcohol Ethyl – 70% Solution	P 2,100.00		
39.	1	Unit	3-in-1 Printer • Scan, copy, print • Continuous Ink System	P 12,000.00		
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