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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 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
14.) 15.)	1 10	Box Reams	Sign Pen - black, 0.5, liquid gel, needle point, 1 dozen per box Long Bond Paper - subs. 20
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15.)	10	Reams	Long Bond Paper - subs. 20
15.) 16.)	10 10	Reams Reams	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20
15.) 16.) 17.)	10 10 2 4	Reams Reams Boxes	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20 Staple Wire - no. 35
15.) 16.) 17.) 18.)	10 10 2 4 35	Reams Reams Boxes Pieces	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20 Staple Wire - no. 35 Stapler, no. 35 heavy duty
15.) 16.) 17.) 18.) 19.)	10 10 2 4 35 35	Reams Reams Boxes Pieces Pieces	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20 Staple Wire - no. 35 Stapler, no. 35 heavy duty Folder Ordinary, long white, kraft
15.) 16.) 17.) 18.) 19.) 20.)	10 10 2 4 35 35 50	Reams Reams Boxes Pieces Pieces	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20 Staple Wire - no. 35 Stapler, no. 35 heavy duty Folder Ordinary, long white, kraft Folder Ordinary, short white, kraft
15.) 16.) 17.) 18.) 19.) 20.) 21.)	10 10 2 4 35 35 50	Reams Reams Boxes Pieces Pieces Pieces Pieces	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20 Staple Wire - no. 35 Stapler, no. 35 heavy duty Folder Ordinary, long white, kraft Folder Ordinary, short white, kraft Folder Plastic, long with slider stick, white
15.) 16.) 17.) 18.) 19.) 20.) 21.)	10 10 2 4 35 35 50	Reams Reams Boxes Pieces Pieces Pieces Pieces Pieces	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20 Staple Wire - no. 35 Stapler, no. 35 heavy duty Folder Ordinary, long white, kraft Folder Ordinary, short white, kraft Folder Plastic, long with slider stick, white Folder Plastic, short with slider stick, white
15.) 16.) 17.) 18.) 19.) 20.) 21.) 22.) 23.)	10 10 2 4 35 35 50 50	Reams Reams Boxes Pieces Pieces Pieces Pieces Pieces Pieces	Long Bond Paper - subs. 20 Short Bond Paper - subs. 20 Staple Wire - no. 35 Stapler, no. 35 heavy duty Folder Ordinary, long white, kraft Folder Ordinary, short white, kraft Folder Plastic, long with slider stick, white Folder Plastic, short with slider stick, white Clip Board - long

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

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.

* Continuous Ink System

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.

					Quotation	NO		
	-				PR No.: PF	R-21-02	-048	
	Please	quote your lo	owest price on the item/s listed below, subject to the Ge	eneral Conditio	ns on the pa	ge, stat	ing the	
ortest	time of	delivery and	submit your quotation duly signed by your representativ	e not later tha	n I-iAl	12	2021	
2:00 F	P.M. in th	ne return env	elope attached herewith. Any quotation submitted beyo	nd this date w	ill not be con	sidered	1.	
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OTE:	1 2 3 4 5	DELIVERY PE WARRANTY S DATE OF ACC PRICE VALID G-EPS REGIS	MUST BE TYPEWRITTEN RIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT OF TI SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND SEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY ITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RE STRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSIO	CEIPT OF THE O	RDER. IE (1) YEAR FO URCHASE ORD	C Chair R EQUIP DER		
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No.	Qty	Unit	Item and Description	for Contra		Cost	Total Co	
•	3	Boxes	Pencil with Faster – no.2 lead, one (1) dozen per box	P 36	60.00			
	5	Boxes	Ballpen – blue, 1 dozen per box	P 90	00.00			
	5	Boxes	Ballpen – black, 1 dozen per box	P 90	00.00			
	2	Pairs	Scissors – medium, 6"	P 16	0.00			
	20	Pieces	Expandable Folder – long, green	₱ 30	0.00			
•0	30	Pieces	Expandable Envelop with tie/garter – long	P 60	0.00			
	8	Pieces	Permanent Marker – broad point, color: black	₱ 48	0.00		7	
•	2	Bottles	Permanent Marker Ink Refiller – black	P 20	0,00			
	13	Pieces	Clear book – 40 pockets, pink color, long	₱ 2,60	0.00			
0.	4	Pieces	Corrector Pen – size: 20 x 5mm	₱ 20	0.00			
			Note: For the Vegetable Production Project of the College of Agriculture.					
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S Refe	rence Nu	mber :			Brand & Mod	iel :		
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	Allei liav	ing carefully re	ad and accepted your General Conditions, the foregoing are o	our price quotation	on for the item	s above	indicated.	
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	EFREN E	LIZALDE / JO	RGE CONCEPCION / NORBEN BORROMEO	Pri	nted Name/Si	gnature		
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	Please	quote your l	owest price on the item/s listed below, subject to the Ge	eneral C	Conditions on	the page, sta	ting the
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t 2:00	P.M. in th	ne return env	elope attached herewith. Any quotation submitted beyon	ond this	date will not l	oe considered	d.
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IOTE:	2	DELIVERY PE WARRANTY : DATE OF ACC PRICE VALID G-EPS REGIS	MUST BE TYPEWRITTEN ERIOD WITHIN 10 CALENDAR DAYS FROM THE RECEIPT OF T SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES ANI CEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY ITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RI STRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSIO ALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS	ECEIPT C	CHASE ORDER. IALS. ONE (1) YE	SE ORDER	
Item No.	Qty	Unit	Item and Description	App	roved Budget or Contract (ABC)	Unit Cost	Total Cos
11.	5	Boxes	Paper Clip – big, metal coated	P	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	P	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	P	3,500.00		
17.	2	Boxes	Staple Wire – no. 35	P	120.00		
18.	4	Pieces	Stapler, no. 35 heavy duty	P	480.00		
19.	35	Pieces	Folder Ordinary, long white, kraft	P	350.00		
20.	35	Pieces	Folder Ordinary, short white, kraft	P	350.00		
			Note: For the Vegetable Production Project of the College of Agriculture.				
			PAGE 2 Of 4			Total:	
	erence Nu	(CONT.CO.)				& Model :	
PS Solid	itation Nu	mber :_			Warra Price \		
PS Clos	ing Date After hav	ing carefully re	ead and accepted your General Conditions, the foregoing are	our price			indicated.
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2:00 P	.M. in th	ne return env	elope attached herewith. Any quotation submitted beyon	d this	date will not l	be considere	d.	
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tem No.	Qty	Unit	Item and Description	App	roved Budget r Contract (ABC)	Unit Cost	Total Cos	
1.	50	Pieces	Folder Plastic, long with slider stick, white	P	850.00			
2.	50	Pieces	Folder Plastic, short with slider stick, white	₽	650.00			
3.	3	Pieces	Clip board – long	P	360.00	51		
4.	6	Rolls	Double Sided tape – 1 inch, without foam, blue	P	360.00			
5.	20	Pieces	Correction tape – 5mm x 6m	P	600.00			
6.	1	Piece	Puncher – heavy duty, 770mm punch 2 hole	P	200.00			
7.	9	Pieces	Highlighter – green (3), yellow(3), pink(3)	P	270.00			
8.	50	Pieces	Paper Fastener – metal coated, white	P	400.00			
9.	5	Pieces	Data Man/Filler – blue, long, H-9 ½" x W-5" x L-16"	P	1,000.00			
0.	3	Pads	Sticky Note (Sign Here) – assorted color	P	150.00			
			Note: For the Vegetable Production Project of the College of Agriculture.					
			PAGE 3 Of 4			Total:		
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					Quo	tation No.: _	
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NOTE:	1 2 3 4 5 6	DELIVERY PE WARRANTY DATE OF ACC PRICE VALID G-EPS REGIS	S MUST BE TYPEWRITTEN ERIOD WITHIN10_ CALENDAR DAYS FROM THE RECEIP' SHALL BE FOR A PERIOD OF SIX (8) MONTHS FOR SUPPLIE CEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY ITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UP STRATION CERTIFICATE SHALL BE ATTACHED UPON SUB ALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICA'	ON RECEIPT	CHASE ORDER. RIALS. ONE (1) YE	SE ORDER	i.
Item No.	Qty	Unit	Item and Description	App	proved Budget or Centract (ABC)	Unit Cost	Total Cos
31.	1	Bottle	Glue – 500ml	P	200.00		
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	₽	750.00		
37.	20	Boxes	Disposable Face Mask -	P	3,000.00		
38.	3	Gallons	Alcohol Ethyl – 70% Solution	₽	2,100.00		
39.	1	Unit	3-in-1 Printer Scan, copy, print Continuous Ink System	P	12,000.00		
			Note: For the Vegetable Production Project of the Co of Agriculture.	illege			
			PAGE 4 0f 4			Total:	
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