



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 WESMAARRDEC**

Approved Budget Cost : **Php 98,820.00**

Purchase Request No.: **21-05-261**

Closing Date: **August 31, 2021**

Description:

- | | | | |
|------|----|---------|---|
| 1.) | 25 | Reams | Bond Paper (legal size) subs. 20 |
| 2.) | 25 | Reams | Bond Paper (A4 size) subs. 20 |
| 3.) | 10 | Sets | Ink Brother DCP-T300
* BT5000C - Cyan
* BT5000M - Magenta
* BT5000Y - Yellow
* BT5000BK - Black |
| 4.) | 5 | Bottles | Ink Brother DCP - T300 (BT5000BK - Black) |
| 5.) | 10 | Sets | HP Ink Tank 415
* Ink #GT52 (Magenta, Cyan Yellow)
* Ink #GTB1 (Black) |
| 6.) | 5 | Bottles | HP Ink Tank 415 (Ink #GTB1) |
| 7.) | 10 | Sets | Ink Epson L3110
* Ink #003 (Cyan, Magenta, Black, Yellow) |
| 8.) | 5 | Bottles | Ink Epson L3110 (Ink #003 - Black) |
| 9.) | 10 | Bottles | Ink Epson L360 (Ink #664 - black) |
| 10.) | 5 | Boxes | Pencil No. 2 (with eraser, one (1) dozen per box) |
| 11.) | 5 | Boxes | Ballpen, Black, one (1) dozen per box |
| 12.) | 5 | Boxes | Ballpen, Blue, one (1) dozen per box |
| 13.) | 10 | Boxes | Sign Pen, blue, 0.5, liquid gel, needle point (1 dozen/box) |
| 14.) | 10 | Boxes | Sign Pen, black, 0.5, liquid gel, needle point (1 dozen/box) |
| 15.) | 10 | Pads | Sticky Note, 3" x 3" |
| 16.) | 10 | Pads | Sticky Note, 4" x 4" |
| 17.) | 60 | Pieces | Expanding Envelop with Garter (long, color green) |
| 18.) | 60 | Pieces | Expanding Envelop with Garter (short, color green) |
| 19.) | 60 | Pieces | Ordinary Envelop (long, brown) |
| 20.) | 60 | Pieces | Ordinary Envelop (A4, brown) |
| 21.) | 50 | Pieces | Folder (ordinary long, white) |
| 22.) | 50 | Pieces | Folder (ordinary short, white) |
| 23.) | 40 | Pieces | Non-Spiral Notebook, 40 leaves (plain color & assorted) |

24.)	12	Pieces	Wireless Mouse
25.)	50	Pieces	L-Folder Transparent, short
26.)	3	Pieces	Wifi Adapter - 3.0 USB
27.)	10	Boxes	Push Pins
28.)	1	Ream	Specialty Paper, white, short
29.)	30	Packs	Interfolded Paper Towel Tissue Paper (175 pulls, size: 200ml x 200ml)
30.)	50	Pieces	PVC ID Jacket (5" x 7") with sling
31.)	4	Pieces	Stapler with Remover no. 35
32.)	6	Pieces	Stple wire remover (plier type)
33.)	6	Pieces	Record Book, 150 leaves
34.)	6	Pieces	Record Book, 500 leaves
35.)	4	Pieces	Visitors Log Book, 300 leaves

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 August 31, 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-21-06-261

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 AUG 31 2021 at 2:00 PM 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.	25	Reams	Bond paper (legal size) subs. 20	₱ 6,250.00		
2.	25	Reams	Bond paper (A4 size) subs. 20	₱ 5,000.00		
3.	10	Sets	Ink Brother DCP-T300 - BT5000C – Cyan - BT5000M – Magenta - BT5000Y – Yellow - BT5000BK – Black	₱ 16,000.00		
4.	5	Bottles	Ink Brother DCP – T300 (BT5000BK-Black)	₱ 2,000.00		
5.	10	Sets	HP Ink Tank 415 - Ink #GT52 (Magenta, Cyan, Yellow) - Ink #GTB1 (Black)	₱ 16,000.00		
6.	5	Bottles	HP Ink Tank 415 (Ink #GTB1)	₱ 2,000.00		
7.	10	Sets	Ink Epson L3110 - Ink #003 (Cyan, Magenta, Black, Yellow)	₱ 16,000.00		
8.	5	Bottles	Ink Epson L3110 (Ink #003 – Black)	₱ 2,000.00		
9.	10	Bottles	Ink Epson L360 (Ink #664 – black)	₱ 4,000.00		
10.	5	Boxes	Pencil No. 2 (with eraser, one (1) dozen per box)	₱ 400.00		
<i>Note: For the WESMAARDEC of the University.</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

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
11.	5	Boxes	Ballpen, Black, one (1) dozen per box	₱ 750.00		
12.	5	Boxes	Ballpen, blue one (1) dozen per box	₱ 750.00		
13.	10	Boxes	Sign Pen, Blue, 0.5, liquid gel, needle point (1 dozen/box)	₱ 3,000.00		
14.	10	Boxes	Sign pen, black, 0.5, liquid gel, needle point (1 dozen/box)	₱ 3,000.00		
15.	10	Pads	Sticky note, 3" x 3"	₱ 300.00		
16.	10	Pads	Sticky note, 4" x 4"	₱ 300.00		
17.	60	Pieces	Expanding Envelop with garter (long, color green)	₱ 750.00		
18.	60	Pieces	Expanding Envelop with Garter (short, color green)	₱ 720.00		
19.	60	Pieces	Ordinary Envelop (long,brown)	₱ 480.00		
20.	60	Pieces	Ordinary Envelop (A4, brown)	₱ 360.00		
21.	50	Pieces	Folder (ordinary long, white)	₱ 300.00		
22.	50	Pieces	Folder (ordinary short, white)	₱ 250.00		
23.	40	Pieces	Non-spiral Notebook, 40 leaves (plain color and assorted)	₱ 1,400.00		
24.	12	Pieces	Wireless Mouse	₱ 6,000.00		
<i>Note: For the WESMAARDEC of the University.</i>						

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25.	50	Pieces	L-folder Transparent, short	P 300.00		
26.	3	Pieces	Wifi Adapter – 3.0 USB	P 3,000.00		
27.	10	Boxes	Push pins	P 300.00		
28.	1	Ream	Specialty Paper, white, short	P 700.00		
29.	30	Packs	Interfolded Paper Towel Tissue Paper (175 pulls, size: 200ml x 200ml)	P 1,800.00		
30.	50	Pieces	PVC ID Jacket (5" x 7") with sling	P 750.00		
31.	4	Pieces	Stapler with Remover no.35	P 800.00		
32.	6	Pieces	Staple Wire remover (plier type)	P 480.00		
33.	6	Pieces	Record book, 150 leaves	P 360.00		
34.	6	Pieces	Record book, 500 leaves	P 1,800.00		
35.	4	Pieces	Visitors Log Book, 300 leaves	P 520.00		
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