



## 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 BRIDGES-AMBIANCE Project**

Approved Budget Cost : **Php 5,800.00**

Purchase Request No.: **21-09-342**

Closing Date: **December 17, 2021**

Description:

- |      |    |        |  |
|------|----|--------|--|
| 1.)  | 1  | Box    | BALLPEN ( BLACK, 12 PCS PER BOX )  |
| 2.)  | 5  | Reams  | BOND PAPER ( 80GSM, A4 )   |
| 3.)  | 5  | Reams  | BOND PAPER ( 80GSM, 8.5 IN x 13 IN )   |
| 4.)  | 2  | Reams  | BOND PAPER ( 80GSM, 8.5 IN x 11 IN )   |
| 5.)  | 10 | Pieces | BROWN ENVELOPE - LONG  |
| 6.)  | 10 | Pieces | CLICK GEL BALLPEN - BLUE   |
| 7.)  | 10 | Pieces | CORRECTION TAPE - FILM BASE TYPE, UL 6m MIN  |
| 8.)  | 4  | Pieces | DATA FILE BOX<br>* COLOR: RED<br>* MADE OF CHIPBOARD, WITH CLOSED END                        |
| 9.)  | 10 | Pieces | BROWN ENVELOPE - SHORT   |
| 10.) | 11 | Pieces | FOLDER ( ORDINARY, LONG, TAGBOARD )  |
| 11.) | 1  | Piece  | SCISSORS ( ORDINARY, FOR PAPER CUTTING )   |
| 12.) | 3  | Packs  | STICKY ARROW FLAGS<br>* 1/2 INCH WIDE, ASSORTED COLORS<br>* 19 FLAGS PER PAD 5 PADS PER PACK |
| 13.) | 3  | Pieces | WHITEBOARD ( FELT TIP, BLACK, REFILLABLE )   |
| 14.) | 1  | Gallon | ALCOHOL 70% ISOPROPYL  |
| 15.) | 1  | Piece  | HEAVY DUTY STAPLER   |

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 10:00AM of December 17, 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](mailto: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-21-09-342

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 **Dec. 17, 2021** at **10:00 AM** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

  
**JOEL G. FERNANDO, Ph.D.**  
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.   | 1   | Box    | Ballpen (Black, 12 pcs per box)  | P 132.00                           |           |            |
| 2.   | 5   | Reams  | Bond Paper (80GSM, A4)   | P 1,175.00                         |           |            |
| 3.   | 5   | Reams  | Bond Paper (80GSM, 8.5 in x 13 in)   | P 1,300.00                         |           |            |
| 4.   | 2   | Reams  | Bond Paper (80GSM, 8.5 in x 11 in)   | P 440.00                           |           |            |
| 5.   | 10  | Pieces | Brown Envelope – Long  | P 50.00                            |           |            |
| 6.   | 10  | Pieces | Click Gel Ballpen – Blue   | P 420.00                           |           |            |
| 7.   | 10  | Pieces | Correction Tape – Film Base Type, UL 6m Min  | P 280.00                           |           |            |
| 8.   | 4   | Pieces | Data File Box<br>- Color: Red<br>- Made of Chipboard, with closed end                        | P 576.00                           |           |            |
| 9.   | 10  | Pieces | Brown Envelope – Short   | P 60.00                            |           |            |
| 10.  | 11  | Pieces | Folder (Ordinary, long, tagboard)  | P 55.00                            |           |            |
| 11.  | 1   | Piece  | Scissors (Ordinary, for Paper Cutting)   | P 50.00                            |           |            |
| 12.  | 3   | Packs  | Sticky Arrow Flags<br>- 1/2 Inch Wide, Assorted Colors<br>- 19 Flags per pad 5 pads per pack | P 90.00                            |           |            |
| <i>Note: For the Bridges-Ambiance Project of the University.</i> |     |        |  |                                    |           |            |

PAGE 1 of 2

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 BORROMEO  
Canvasser

\_\_\_\_\_  
Printed Name/Signature  
\_\_\_\_\_  
Tel. No./Cellphone #  
\_\_\_\_\_  
Date