



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 Research Project**

Approved Budget Cost : **Php 21,775.00**

Purchase Request No.: **21-10-379**

Closing Date: **December 24, 2021**

Description:

- 1.) 5 Reams **BOND PAPER**
 - * SHORT
 - * 8.5" x 11 INCHES
 - * Sub-20
- 2.) 5 Reams **BOND PAPER**
 - * LONG
 - * 8.5" x 13 INCHES
 - * Sub-20
- 3.) 5 Reams **BOND PAPER**
 - * A4
 - * Sub-20
- 4.) 10 Packs **PHOTOPAPER**
 - * A4 SIZE
 - * 10 pcs/pack
- 5.) 15 Pieces **LONG FOLDER**
 - * Brown
- 6.) 20 Pieces **LONG ENVELOPES**
 - * for Document
 - * Expandable
- 7.) 1 Piece **HEAVY DUTY DESKTOP PENCIL SHARPENER**
- 8.) 1 Unit **PRINTER**
 - * color Eco tank multifunction printer
 - * up to 33 ppm
 - * Print type: Print, Scan, copy
 - * Scanner type: Flatbed colour image scanner, max. scan area: 8.5 x 11.7
 - * Paper handling: number of paper tray
 - * Paper size: Legal, india-legal (215 x 345mm), 7.5 x 13", Letter, A4, B5, A5, B6, A6, Hagaki, 5 x 7", 45 x 6", Envelop: #10, DL, C6

- * Continuous ink supply system with power cord and USB connector to PC
- * With two (2) set of continuous ink for refill of the unit

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, 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 10:00 AM of December 24, 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-21-10-379

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 24 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.	5	Reams	Bond Paper - Short - 8.5" x 11 inches - Subs. 20	P 1,250.00		
2.	5	Reams	Bond Paper - Long - 8.5" x 13 inches - Subs. 20	P 1,500.00		
3.	5	Reams	Bondpaper - A4 - Subs. 20	P 1,300.00		
4.	10	Packs	Photopaper - A4 Size - 10 pcs/pack	P 2,000.00		
5.	15	Pieces	Long Folder - Brown	P 225.00		
6.	20	Pieces	Long Envelopes - For document - Expandable	P 300.00		
7.	1	Piece	Heavy Duty Desktop Pencil Sharpener	P 300.00		
<i>Note: For the Research 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 BORROMEJO
Cavasser

Printed Name/Signature

Tel .No./Cellphone #

Date

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: PR-21-10-379

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 24 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
8.	1	Unit	Printer - Color Eco tank multifunction printer - Up to 33 ppm - Print type: Print, scan, copy - Scanner type: Flatbed colour image canner, max. scan area: 8.5 x 11.7 - Paper handling: number of paper tray - Paper size: Legal, india-legal (215 x 345mm), 7.5 x 13", Letter, A4, B5, A5, B6, A6, Hagaki, 5 x 7", 45 x 6", Envelop: #10, DL, C6 - Continuous Ink Supply system with power cord and USB connector to PC - With two (2) set of continuous ink for refill of the unit	P 14,900.00		
			<i>Note: For the Research Project of the University.</i>			

PAGE 2 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