



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 RDEC**

Approved Budget Cost : **Php 45,200.00**

Purchase Request No.: **21-10-394**

Closing Date: **November 26, 2021**

Description:

- | | | | |
|------|----|--------|--|
| 1.) | 10 | Boxes | BOND PAPER A4 SIZE SUBS. 20 (5 REAM/BOX) |
| 2.) | 10 | Boxes | BOND PAPER LEGAL SIZE SUBS. 20 (5 REAM/BOX) |
| 3.) | 50 | Pieces | EXPANDED FOLDER (LONG) |
| 4.) | 50 | Pieces | BROWN ENVELOPE (LONG) |
| 5.) | 10 | Pieces | WHITE BOARD MARKER (BLACK) |
| 6.) | 10 | Pieces | WHITE BOARD MARKER (RED) |
| 7.) | 5 | Sets | PRINTER INK SET for EPSON L3110 INK 003
* Black, Cyan, Magenta, Yellow |
| 8.) | 15 | Pieces | FILLING (ARCH) FOLDER |
| 9.) | 10 | Pieces | 10 PC of PERMANENT MARKERS (BLACK) |
| 10.) | 10 | Pieces | 10 PC of PERMANENT MARKERS (BLUE) |
| 11.) | 10 | Boxes | FASTENER
* 50 PCS/BOX
* Plastic coated |
| 12.) | 1 | Unit | CORKBOARD WITH ALUMINUM FRAME
* approx. 3' x 2,5' |
| 13.) | 20 | Pieces | DATA FILE HOLDER (11cm x 24cm x 39cm) |
| 14.) | 20 | Pieces | CERTIFICATE HOLDER (LETTER/A4 SIZE) |
| 15.) | 5 | Pieces | RECORDS BOOK (500 LEAVES) |
| 16.) | 2 | Pieces | STAPLER WITH REMOVER
* HEAVY DUTY
* # 35 |
| 17.) | 5 | Boxes | STAPLE WIRE # 35 |

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 November 26, 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-21-10-394

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 **Nov. 26, 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.	10	Boxes	Bond Paper A4 Size Subs. 20 (5 ream/box)	₱ 10,000.00		
2.	10	Boxes	Bond Paper Legal Size Subs. 20 (5 ream/box)	₱ 11,000.00		
3.	50	Pieces	Expanded Folder (Long)	₱ 1,000.00		
4.	50	Pieces	Brown Envelope (Long)	₱ 300.00		
5.	10	Pieces	White Board Marker (Black)	₱ 500.00		
6.	10	Pieces	White Board Marker (Red)	₱ 500.00		
7.	5	Sets	Printer Ink Set for EPSON L3110 ink 003 - Black, Cyan, Magenta, Yellow	₱ 6,250.00		
8.	15	Pieces	Filling (Arch) Folder	₱ 3,300.00		
9.	10	Pieces	Permanent Markers (Black)	₱ 500.00		
10.	10	Pieces	Permanent Markers (Blue)	₱ 500.00		
11.	10	Boxes	Fastener - 50 pcs/box - Plastic Coated	₱ 1,000.00		
12.	1	Unit	Corkboard with Aluminum Frame - Approx.. 3' x 2,5'	₱ 1,000.00		
13.	20	Pieces	Data File Holder (11cm x 24cm x 39cm)	₱ 5,400.00		
<i>Note: For the Research Development and Evaluation Center 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 BORROMELO
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date

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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
14.	20	Pieces	Certificate Holder (Letter A4 Size)	₱ 900.00		
15.	5	Pieces	Records Book (500 Leaves)	₱ 1,250.00		
16.	2	Pieces	Stapler with remover - Heavy Duty - #35	₱ 1,000.00		
17.	5	Boxes	Staple Wire #35	₱ 800.00		
			<i>Note: For the Research Development and Evaluation Center of the University.</i>			

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Printed Name/Signature

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Date