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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 DOST Research Project of the

College of Agriculture

Approved Budget Cost: Php 29,800.00

Purchase Request No.: 22-01-039

Closing Date: February 11, 2022 @ 10AM

Description:

1.)	15	Reams	Bond Paper - long, subs 20
2.)	15	Reams	Bond Paper - short, subs 20
3.)	6	Pieces	Clear Book, 40 sockets, long
4.)	6	Pieces	Magazine File Box
5.)	8	Gallons	Alcohol (ethyl alcohol, 70%)
6.)	20	Boxes	Disposable Face Mask (good quality)
7.)	5	Packs	Tissue Paper, 2 ply, 24 rolls/pack
8.)	20	Pieces	Face/Hand Towel, white cotton
9.)	10	Packs	Cotton Balls, 300's
10.)	5	Pairs	Slippers, rubber (medium) size: 36-39
11.)	5	Boxes	Ballpen, blue, 1 dozen per box
12.)	5	Boxes	Ballpen, black, 1 dozen per box
13.)	3	Boxes	Pencil No. 2 lead, with eraser, 1 dozen per box
14.)	4	Pieces	Stapler with staple Remover - no. 55
15.)	3	Boxes	Stapler Wire No. 55
16.)	5	Pieces	Record Book, 500 leaves
17.)	1	Piece	Heavy Duty Puncher, 770mm Punch, 2 Holes
18.)	15	Pieces	Highlighter
			* Green - 5 pieces, Yellow - 5 pieces, Pink - 5 pieces
19.)	21	Pieces	Folder Plastic, long with slider stick, white
20.)	21	Pieces	Folder Plastic, short with slider stick, white
21.)	5	Pieces	Permanent Marker, broad, color black
22.)	5	Pairs	Slipper, rubber (large) Size: 40
23.)	2	Pieces	Permanent Marker Ink Refiller, Black, Broad

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 February 11, 2022 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

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shortest tii	Please					: PR-22-0	
shortest tii at <u>10:00</u>		quote your i	owest price on the item/s listed below, subject to the G	eneral Co	nditions on the	e page, sta	iting the
	me of o	delivery and the return	submit your quotation duly signed by your representati envelope attached herewith. Any quotation submitted b	ve not late	er than Fel	be consid	2022 ered.
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NOTE:					JOEL	BAC Chair	
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Item No.	Qty	Unit	Item and Description	for	oved Budget Contract (ABC)	Unit Cost	Total Cost
1.	15	Reams	Bond Paper Long Subs. 20	P	3,750.00		
2.	15	Reams	Bond Paper Short Subs. 20	₽	3,000.00		
3.	6	Pieces	Clear Book 40 sockets, long	₽	1,200.00		
4.	6	Pieces	Magazine File Box	₽	1,200.00		
5.	8	Gallons	Alcohol Ethyl Alcohol, 70%	P	4,800.00		
6.	20	Boxes	Disposable Face Mask (Good Quality)	P	3,000.00		
7.	5	Packs	Tissue Paper 2 Ply, 24 rolls/pack	P	2,500.00		
8.	20	Pieces	Face/Hand Towel White, cotton	P	2,000.00		
9.	10	Packs	Cotton Balls 300's	P	1,500.00		
10.	5	Pairs	Slippers Rubber (Medium) Size: 36-39	P	500.00		
			Note: For the College of Agriculture - DOST of the University.				
			PAGE 1 of 3			Total:	
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REQUEST FOR QUOTATION Western Mindanao State University

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					JOEL	G. FERNA	NDO, Ph.D.
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11.	5	Boxes	Ballpen, Blue	P	900.00	5	
12.	5	Boxes	1 dozen per box Ballpen, Black	P	900.00		-
		Болез	1 dozen per box	1	500.00		
13.	3	Boxes	Pencil No. 2 lead With eraser	₽	360.00		
			1 dozen per box				
14.	4	Pieces	Stapler with Staple Remover No. 55	P	480.00		
15.	3	Boxes	Staple Wire No. 55	P	180.00		
16.	5	Pieces	Record Book	P	1,250.00		
17.	1	Piece	500 leaves Heavy Duty Puncher	P	200,00		
277	-	, 1000	770mm punch 2 holes				
18.	15	Pieces	Highlighter	P	450.00		
		A	Green – 5 pieces Yellow – 5 pieces				
			Pink – 5 pieces				
			Note: For the College of Agriculture - DOST of the University.				
			PAGE 2 of 3			Total:	
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REQUEST FOR QUOTATION Western Mindanao State University

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	3	WARRANTY :	SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES A CEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY	AND MATERIALS.	ONE (1) YEAR	R FOR EQUIP	MENT, FROM		
	4 5	PRICE VALID	ITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON STRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISS	RECEIPT OF THE	OURCHASE	ORDER			
	6	BIDDERS SH	ALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIO	NS OF THE PRO	OUCT BEING	OFFERED			
Item	Qty	Unit	Item and Description	Approve	ed Budget	Unit	Total Cos		
No.					ontract	Cost			
19.	21	Pieces	Folder Plastic (Long)	P	357.00				
			With slider stick						
20.	21	Pieces	White Folder Plastic (Short)	P	273.00				
		1	With slider stick						
21.	22	Pieces	White Permanent Marker	P	300.00				
21.	22	rieces	Broad	1	300.00				
			Color: Black		500.00				
22.	5	Pairs	Slipper, Rubber (Large) Slze: 40	P	500.00				
23.	2	Pieces	Permanent Marker Ink Refiller Black, Broad	P	200.00				
			Note: For the College of Agriculture - DOST of the						
			University. PAGE 3 of 3						
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