



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Zamboanga City  
Telephone No.: 062-991-7875  
[www.wmsu.edu.ph](http://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   | <b>Bond Paper - long, subs 20</b>  |
| 2.)  | 15 | Reams   | <b>Bond Paper - short, subs 20</b>   |
| 3.)  | 6  | Pieces  | <b>Clear Book, 40 sockets, long</b>  |
| 4.)  | 6  | Pieces  | <b>Magazine File Box</b>   |
| 5.)  | 8  | Gallons | <b>Alcohol (ethyl alcohol, 70%)</b>  |
| 6.)  | 20 | Boxes   | <b>Disposable Face Mask (good quality)</b>                                   |
| 7.)  | 5  | Packs   | <b>Tissue Paper, 2 ply, 24 rolls/pack</b>                                    |
| 8.)  | 20 | Pieces  | <b>Face/Hand Towel, white cotton</b>   |
| 9.)  | 10 | Packs   | <b>Cotton Balls, 300's</b>   |
| 10.) | 5  | Pairs   | <b>Slippers, rubber (medium) size: 36-39</b>                                 |
| 11.) | 5  | Boxes   | <b>Ballpen, blue, 1 dozen per box</b>  |
| 12.) | 5  | Boxes   | <b>Ballpen, black, 1 dozen per box</b>                                       |
| 13.) | 3  | Boxes   | <b>Pencil No. 2 lead, with eraser, 1 dozen per box</b>                       |
| 14.) | 4  | Pieces  | <b>Stapler with staple Remover - no. 55</b>                                  |
| 15.) | 3  | Boxes   | <b>Stapler Wire No. 55</b>   |
| 16.) | 5  | Pieces  | <b>Record Book, 500 leaves</b>   |
| 17.) | 1  | Piece   | <b>Heavy Duty Puncher, 770mm Punch, 2 Holes</b>                              |
| 18.) | 15 | Pieces  | <b>Highlighter</b><br>* Green - 5 pieces, Yellow - 5 pieces, Pink - 5 pieces |
| 19.) | 21 | Pieces  | <b>Folder Plastic, long with slider stick, white</b>                         |
| 20.) | 21 | Pieces  | <b>Folder Plastic, short with slider stick, white</b>                        |
| 21.) | 5  | Pieces  | <b>Permanent Marker, broad, color black</b>                                  |
| 22.) | 5  | Pairs   | <b>Slipper, rubber (large) Size: 40</b>                                      |
| 23.) | 2  | Pieces  | <b>Permanent Marker Ink Refiller, Black, Broad</b>                           |

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](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-22-01-039

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 **Feb. 11, 2022** 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.	15	Reams	Bond Paper Long Subs. 20	P 3,750.00		
2.	15	Reams	Bond Paper Short Subs. 20	P 3,000.00		
3.	6	Pieces	Clear Book 40 sockets, long	P 1,200.00		
4.	6	Pieces	Magazine File Box	P 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

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 BORRAMEO  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

# REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: PR-22-01-039

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 **Feb. 11, 2022** 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
11.	5	Boxes	Ballpen, Blue 1 dozen per box	P 900.00		
12.	5	Boxes	Ballpen, Black 1 dozen per box	P 900.00		
13.	3	Boxes	Pencil No. 2 lead With eraser 1 dozen per box	P 360.00		
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 500 leaves	P 1,250.00		
17.	1	Piece	Heavy Duty Puncher 770mm punch 2 holes	P 200.00		
18.	15	Pieces	Highlighter Green – 5 pieces Yellow – 5 pieces Pink – 5 pieces	P 450.00		
			Note: For the College of Agriculture - DOST of the University.			

PAGE 2 of 3

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 BORROMEIO  
Canvasser

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel .No./Cellphone #

\_\_\_\_\_  
Date

**REQUEST FOR QUOTATION**  
Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: PR-22-01-039

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 **Feb. 11, 2022** 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
19.	21	Pieces	Folder Plastic (Long) With slider stick White	P 357.00		
20.	21	Pieces	Folder Plastic (Short) With slider stick White	P 273.00		
21.	22	Pieces	Permanent Marker Broad Color: Black	P 300.00		
22.	5	Pairs	Slipper, Rubber (Large) Size: 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

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 BORRAMEO  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date