



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 College of Nursing of the University**

Approved Budget Cost : **Php 196,200.00**

Purchase Request No.: **22-02-070**

Closing Date: **March 15, 2022 @ 10AM**

Description:

- | | | | |
|------|-----|--------|--|
| 1.) | 300 | Reams | BONDPAPER LONG SIZE SUBS. 20 |
| 2.) | 200 | Reams | BONDPAPER A4 SIZE SUBS. 20 |
| 3.) | 4 | Reams | SPECIAL PAPER
* LONG SIZE
* ASSORTED COLOR (Light color pastel)
* 1 color per ream |
| 4.) | 20 | Pieces | SIGN PEN
* COLOR BLACK
* 0.5 |
| 5.) | 20 | Pieces | SIGN PEN
* COLOR BLUE
* 0.5 |
| 6.) | 200 | Pieces | BROWN ENVELOP
* ORDINARY
* LONG SIZE |
| 7.) | 10 | Boxes | PAPER CLIP (SMALL) |
| 8.) | 10 | Boxes | PAPER CLIP (MEDIUM) |
| 9.) | 10 | Boxes | PAPER CLIP (LARGE) |
| 10.) | 10 | Reams | VELLUM BOARD SIZE 8-1/2 x 13" |
| 11.) | 3 | Reams | VELLUM BOARD SIZE 8-1/2 x 11" |

12.)	30	Bottles	EPSON L3110 BLACK 003
13.)	15	Bottles	EPSON L3110 CYAN 003
14.)	15	Bottles	EPSON L3110YELLOW 003
15.)	15	Bottles	EPSON L3110 MAGENTA 003
16.)	150	Pieces	EXPANDING FOLDER LONG (COLOR RED)
17.)	4	Boxes	MAILNG ENVELOPE * LONG * 105mm x 241mm, 70gsm * 500 pcs/box

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 March 15, 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

Quotation No.: _____

PR No.: PR-22-02-070

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 **March 15, 2022** at **10:00 AM** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

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


JOEL G. FERNANDO, Ph.D.
BAC Chair

Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
1.	300	Reams	Bondpaper Long Size, Subs. 20	P 75,000.00		
2.	200	Reams	Bondpaper A4 Size, Subs. 20	P 48,000.00		
3.	4	Reams	Special Paper Long Size Assorted Color (Light Color Pastel) 1 color per ream	P 1,800.00		
4.	20	Pieces	Sign Pen Color Black 0.5	P 800.00		
5.	20	Pieces	Sign Pen Color Blue 0.5	P 800.00		
6.	200	Pieces	Brown Envelope Ordinary Long Size	P 1,400.00		
7.	10	Boxes	Paper Clip (Small)	P 2,000.00		
8.	10	Boxes	Paper Clip (Medium)	P 2,100.00		
9.	10	Boxes	Paper Clip (Large)	P 2,200.00		
<i>Note: For the College of Nursing 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.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
Cavasser

Printed Name/Signature

Tel. No./Cellphone #

Date

REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.: _____

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
10.	10	Reams	Vellum Board Size 8 1/2" x 13"	P 15,000.00		
11.	3	Reams	Vellum Board Size 8 1/2" x 11"	P 3,600.00		
12.	30	Bottles	EPSON L3110 Black 003	P 12,000.00		
13.	15	Bottles	EPSON L3110 Cyan 003	P 6,000.00		
14.	15	Bottles	EPSON L3110 Yellow 003	P 6,000.00		
15.	15	Bottles	EPSON L3110 Magenta 003	P 6,000.00		
16.	150	Pieces	Expanding Folder Long (Color Red)	P 4,500.00		
17.	4	Boxes	Mailing Envelope Long 105mm x 241mm, 70gsm 500 pcs/box	P 8,000.00		
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