



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 Research Training Needs Assessment of the University**

Approved Budget Cost : **Php 24,540.00**

Purchase Request No.: **22-03-164**

Closing Date: **March 29, 2022 @ 10AM**

Description:

1.)	5	Reams	<b>BOND PAPER LONG SUB. 20</b>
2.)	15	Reams	<b>BOND PAPER A4 SUB. 20</b>
3.)	10	Pieces	<b>CORRECTION TAPE</b>
4.)	2	Sets	<b>CONTINUOUS INK-T664 ( CYAN,MAGENTA,BLACK, YELLOW )</b>
5.)	2	Boxes	<b>BINDER CLIP - BIG</b> * 12 piece/box
6.)	20	Pieces	<b>BROWN ENVELOPE – LONG</b>
7.)	20	Pieces	<b>BROWN ENVELOPE - A4</b>
8.)	20	Pieces	<b>EXPANDABLE FOLDER-LONG</b>
9.)	20	Pieces	<b>STICKY NOTE</b> * 3 x 5 * yellow
10.)	2	Boxes	<b>BALLPEN BLUE</b> * 24 pieces/box
11.)	2	Boxes	<b>BALLPEN BLACK</b> * 24 pieces/box
12.)	5	Pieces	<b>INDEX TAB</b>
13.)	2	Boxes	<b>PVC COVER - LONG</b> * 100 pieces/box
14.)	2	Boxes	<b>PVC COVER - A4</b> * 100 pieces/box
15.)	7	Gallons	<b>70% ISOPROPHYL ALCOHOL 1GAL</b>

16.)	1	Unit	<b>EXTERNAL DRIVE 1 TB</b>
17.)	1	Box	<b>SPECIAL PAPER - SHORT</b> * 1000 pieces/box
18.)	10	Packs	<b>PHOTO PAPER</b> * A4 * 20 pieces/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 29, 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-22-03-164

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 29, 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.	5	Reams	Bondpaper Long Sub. 20	P 1,150.00		
2.	15	Reams	Bondpaper A4 Sub. 20	P 3,300.00		
3.	10	Pieces	Correction Tape	P 600.00		
4.	2	Sets	Continuous Ink-T664 (Cyan, Magenta, Black, Yellow)	P 2,400.00		
5.	2	Boxes	Binder Clip-Big 12 piece/box	P 400.00		
6.	20	Pieces	Brown Envelope – Long	P 300.00		
7.	20	Pieces	Brown Envelope – A4	P 240.00		
8.	20	Pieces	Expandable Folder – Long	P 500.00		
9.	20	Pieces	Sticky Note 3 1/2 x 5 Yellow	P 1,000.00		
10.	2	Boxes	Ballpen Blue 24 pieces/box	P 600.00		
11.	2	Boxes	Ballpen Black 24 pieces/box	P 600.00		
12.	5	Pieces	Index Tab	P 250.00		
13.	2	Boxes	PVC Cover – Long 100 pieces/box	P 1,600		
14.	2	Boxes	PVC Cover – A4 100 pieces/box	P 1,400.00		
15.	7	Gallons	70% Isopropyl Alcohol 1Gal	P 3,500.00		
16.	1	Unit	External Drive 1 TB	P 4,000.00		
17.	1	Box	Special Paper – Short 1000 pieces/box	P 700.00		
18.	10	Packs	Photo Paper A4 20 pieces/box	P 2,000.00		
Note: For the RDEC of the University.						

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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  
Canvasser

Printed Name/Signature

Tel./No./Cellphone #

Date

WMSU-BAC-FR-016  
Effective Date: 31 Oct. 2016