



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 CTE of the University**

Approved Budget Cost : **Php 30,937.00**

Purchase Request No.: **22-04-224**

Closing Date: **May 26, 2022 @ 10AM**

Description:

- |      |    |        |   |
|------|----|--------|---|
| 1.)  | 5  | Pieces | <b>STAPLER (HEAVY DUTY)</b><br>* #35 WITH BUILT-IN STAPLE REMOVER                         |
| 2.)  | 3  | Pieces | <b>UTILITY BLADE KNIFE (CUTTER)</b><br>* PUSH BUTTON AUTOLOCK BLADE 18MM ZINC ALLOY BOSOY |
| 3.)  | 6  | Pieces | <b>CLEAR BOOK ( COLOR RED/SIZE: LONG )</b><br>* 20 POCKETS                                |
| 4.)  | 10 | Pieces | <b>RECORD BOOK 500 PAGES</b><br>* SIZE: 8.5 X 11"   |
| 5.)  | 10 | Rolls  | <b>CLEAR TAPE 1 INCH X 15 METERS</b>  |
| 6.)  | 3  | Rolls  | <b>PACKING TAPE BROWN</b><br>* 2.5 INCH X 15 METERS.                                      |
| 7.)  | 3  | Rolls  | <b>PACKING TAPE CLEAR</b><br>* 2.5 INCH X 15 M  |
| 8.)  | 5  | Sets   | <b>BROTHER INK BT500</b><br>* CYAN, MAGENTA AND YELLOW                                    |
| 9.)  | 18 | Packs  | <b>SPECIALTY BOARD VELUM BOARD PAPER 22 GSM</b><br>* LONG , 20 PCS/PACK                   |
| 10.) | 30 | Pieces | <b>FOLDER EXPANDABLE</b><br>* LONG WHITE, PAPER   |
| 11.) | 20 | Pieces | <b>FOLDER ORDINARY LONG, PAPER</b>  |

12.)	8	Boxes	<b>STAPLE WIRE</b> * #35 , 5,000 PCS/BOX
13.)	3	Bottles	<b>GLUE 16 OZ.</b>
14.)	35	Reams	<b>BOND PAPER LONG ( GOOD QUALITY ) SUB. 20</b>
15.)	5	Reams	<b>BOND PAPER SHORT ( GOOD QUALITY ) SUB. 20</b>
16.)	3	Boxes	<b>BALLPEN BLACK</b> * 12 PCS/BOX * 0.7 TIP WATERGEL
17.)	3	Boxes	<b>BALLPEN BLUE</b> * 12 PCS/BOX * 0.7 TIP WATERGEL
18.)	10	Pieces	<b>CORRECTION TAPE</b> * 65 MM X 8 METERS. 45.00/PC. Total of 450.00
19.)	3	Boxes	<b>PAPER FASTENER METAL</b> * 50 PAIRS/ BOX * 7CM
20.)	3	Packs	<b>PRINTABLE STICKER PAPER GLOSSY</b> * 8.5 X 13"
21.)	3	Sets	<b>BROTHER INK BTD60</b> * BLACK
22.)	6	Pieces	<b>HIGHLIGHTER</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 May 26, 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-22-04-224

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 **May 26, 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	Pieces	<b>Stapler (Heavy Duty)</b> - #35 with Built-in Staple Remover	P 1,800.00		
2.	3	Pieces	<b>Utility Blade Knife (Cutter)</b> - Push Button Autolock Blade 18mm Zinc Alloy Bosy	P 360.00		
3.	6	Pieces	<b>Clear Book (Color Red/Size: Long)</b> - 20 Pockets	P 1,200.00		
4.	10	Pieces	<b>Record Book 500 Pages</b> - Size: 8.5" x 11"	P 2,650.00		
5.	10	Rolls	<b>Clear Tape 1 inch x 15 meters</b>	P 280.00		
6.	3	Rolls	<b>Packing Tape Brown</b> - 2.5 inch x 15 meters	P 177.00		
7.	3	Rolls	<b>Packing Tape Clear</b> - 2.5 inch x 15m	P 177.00		
8.	5	Sets	<b>Brother Ink BT500</b> - Cyan, Magenta and Yellow	P 9,000.00		
9.	18	Packs	<b>Specialty Board Velum Board Paper 22 GSM</b> - Long: 20 pcs/pack	P 2,691.00		
10.	30	Pieces	<b>Folder Expandable</b> - Long white, paper	P 450.00		
11.	20	Pieces	<b>Folder Ordinary Long, Paper</b>	P 200.00		
12.	8	Boxes	<b>Staple Wire</b> - #35, 5,000 pcs/box	P 624.00		
13.	3	Bottles	<b>Glue 16 oz</b>	P 375.00		
14.	35	Reams	<b>Bond Paper Long (Good Quality) Sub. 20</b>	P 7,350.00		
15.	5	Reams	<b>Bond Paper Short (Good Quality) Sub. 20</b>	P 900.00		
Note: For the College of Teacher Education 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

# REQUEST FOR QUOTATION

Western Mindanao State University

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

PR No.: PR-22-04-224

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 **May 26, 2022** at **10:00 AM** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

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**JOEL G. FERNANDO, Ph.D.**  
BAC Chair

Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
16.	3	Boxes	<b>Ballpen Black</b> - 12 pcs/box - 0.7 tip watergel	P 159.00		
17.	3	Boxes	<b>Ballpen Blue</b> - 12 pcs/box - 0.7 tip watergel	P 159.00		
18.	10	Pieces	<b>Correction Tape</b> - 65 mm x 8 meters	P 450.00		
19.	3	Boxes	<b>Paper Fastener Metal</b> - 50 pairs/box - 7cm	P 195.00		
20.	3	Packs	<b>Printable Sticker Paper Glossy</b> - 8.5" x 13"	P 240.00		
21.	3	Sets	<b>Brother Ink BTD60</b> - Black	P 1,230.00		
22.	6	Pieces	<b>Highlighter</b>	P 270.00		
Note: For the College of Teacher Education of the University.						

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EPS Reference Number : \_\_\_\_\_

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EPS Closing Date : \_\_\_\_\_

Total: \_\_\_\_\_  
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Printed Name/Signature

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