



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 DAR Converge Project of the University**

Approved Budget Cost : **Php 26,360.00**

Purchase Request No.: **22-05-246**

Closing Date: **June 9, 2022 @ 10AM**

Description:

- | | | | |
|------|-----|--------|--|
| 1.) | 2 | Sets | EPSON INK 003 for the existing L3210, L3110
* Black, cyan, Yellow, Magenta |
| 2.) | 1 | Set | EPSON INK 664 for the existing L120
* Black, Cyan, Yellow, Magenta |
| 3.) | 7 | Pieces | FILE TRAY
* HIGH QUALITY
* Metal MATERIAL
* BLACK
* 3 LAYER |
| 4.) | 100 | Pieces | EXPANDABLE FOLDER ENVELOP LONG W/ GARTER
* ASSORTED COLOR |
| 5.) | 7 | Pieces | TRAVEL / PORTABLE EXTENSION CORD
* 6 METERS
* 2 gang |
| 6.) | 16 | Reams | BOOK PAPER (LONG)
* SUBSTANCE – 24 |
| 7.) | 15 | Reams | BOOK PAPER (A4)
* SUBSTANCE – 24 |
| 8.) | 20 | Pieces | SIGN PEN 0.5 (BLUE) |
| 9.) | 20 | Pieces | SIGN PEN 0.5 (BLACK) |
| 10.) | 4 | Pieces | USB 32GB capacity |

- | | | | |
|------|---|--------|---|
| 11.) | 1 | Box | BROWN DOCUMENTARY ENVELOP, A4 (500PC) |
| 12.) | 1 | Box | BROWN DOCUMENTARY ENVELOP, LONG (500PC) |
| 13.) | 7 | Pieces | STAPLER WITH STAPLE REMOVER, HEAVY DUTY NO#. 35 STAPLE |

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 June 9, 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-22-05-246

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 **June 9, 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. ON
- 4 DATE OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY
- 5 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
- 6 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 7 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.	2	Sets	EPSON Ink 003 for the existing L3210, L3110 Black, cyan, yellow, magenta	P 2,900.00		
2.	1	Set	EPSON INK 664 for the existing L120 Black, cyan, yellow, magenta	P 1,450.00		
3.	7	Pieces	File Tray High Quality Metal Material	P 3,150.00		
4.	100	Pieces	Expandable Folder Envelop Long w/ Garter Assorted Color	P 2,500.00		
5.	7	Pieces	Travel/Portable Extension Cord 6meters 2 gang	P 1,610.00		
6.	16	Reams	Book Paper (Long) Substance – 24	P 4,000.00		
7.	15	Reams	Book Paper (A4) Substance 0 24	P 3,600.00		
8.	20	Pieces	Sign Pen 0.5 (Blue)	P 600.00		
9.	20	Pieces	Sign Pen 0.5 (Black)	P 600.00		
10.	4	Pieces	USB 32GB capacity	P 1,750.00		
Note: For the Gender Research and Resource Center 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-PR-016

Effective Date: 31 Oct. 2016

REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.: _____

PR No.: PR-22-05-246

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the

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- 7 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.	1	Box	Brown Documentary Envelop, A4 (500pcs)	P 800.00		
12.	1	Box	Brown Documentary Envelop, Long (500 pcs)	P 950.00		
13.	7	Pieces	Stapler with Staple Remover, Heavy duty No. 35 Staple	P 2,450.00		
Note: For the Gender Research and Resource Center of the University.						

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EPS Reference Number : _____

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Printed Name/Signature

Tel. No./Cellphone #

Date

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