



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 CCE**

Approved Budget Cost : **Php 63,915.00**

Purchase Request No.: **21-03-111**

Closing Date: **May 20, 2021**

Description:

1.)	10	Bottles	Alcohol, Isopropyl 70% Solution 500ml
2.)	10	Reams	Bond Paper, subs. 24, 8.5 x 13
3.)	20	Reams	Bond Paper, 70 gsm A4
4.)	250	Pieces	Expandable Envelope, garterized, legal size
5.)	150	Pieces	ID Jacket with Sling (3 x 4)
6.)	50	Pieces	Manila Paper
7.)	2	Pieces	Soft Broom (tambo)
8.)	10	Boxes	Staple Wire #35 (heavy duty) max
9.)	10	Reams	Vellum, Certificate Paper White # 100 8.5 x 11
10.)	10	Reams	Vellum, Certificate Paper White # 100 8.5 x 13
11.)	5	Boxes	Paper Clip (medium)
12.)	10	Boxes	Paper Clip (large)
13.)	210	Boxes	Brown Envelope (long)
14.)	10	Pieces	Sign Pen (blue), 0.5 White Board Pen, Broad, (2 blue, 2 black, 2 red, 2 green, 2 violet)
15.)	10	Pieces	violet)
16.)	2	Boxes	Clear Sheet Protector (A4 size, 11-hole pocket, 100 sheet/box)
17.)	5	Reams	Special Paper (long, assorted color)
18.)	6	Rolls	Clear Tape 1/2"
19.)	500	Pieces	Ballpen (blue, 0.5)
20.)	250	Pads	Steno Notebook (60 lvs, spiral)
21.)	10	Pieces	Double-sided Tape 2", thin

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, PhilGEPS Registration, and Omnibus Sworn Statement, 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 2:00 PM of May 20, 2021 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-21-03-111

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 20 2021 at _____ in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

MA. LOURDES B. ALBA
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.	10	Bottles	Alcohol, Isoprophyl 70% Solution 500ml	P 1,050.00			
2.	10	Reams	Bond Paper, subs. 24, 8.5 x 13	P 2,900.00			
3.	20	Reams	Bond Paper, 70 gsm A4	P 4,200.00			
4.	250	Pieces	Expandable Envelope, garterized, legal size	P 3,750.00			
5.	150	Pieces	ID Jacket with Sling (3 x 4)	P 1,500.00			
6.	50	Pieces	Manila Paper	P 250.00			
7.	2	Pieces	Soft Broom (Tambo)	P 200.00			
8.	10	Boxes	Staple Wire #35 (heavy duty) max	P 600.00			
9.	10	Reams	Vellum, Certificate Paper White # 100 8.5 x 11	P 13,000.00			
10.	10	Reams	Vellum, Certificate Paper White # 100 8.5 x 13	P 15,000.00			
11.	5	Boxes	Paper Clip (medium)	P 1,050.00			
12.	10	Boxes	Paper Clip (large)	P 2,200.00			
13.	210	Boxes	Brown Envelope (long)	P 1,470.00			
14.	10	Pieces	Sign Pen (blue), 0.5	P 400.00			
15.	10	Pieces	White board pen, broad, (2 blue, 2 black, 2 red, 2 green, 2 violet)	P 500.00			
			<i>Note: For the Center for Continuing Education (CCE).</i>				

PAGE 1 of 2

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 # _____

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: PR-21-03-111

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 20 2021 at _____ in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

(Signature)
MA. LOURDES B. ALBA
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
16.	2	Boxes	Clear Sheet Protector (A4 size, 11-hole pocket, 100 sheet/box)	P 470.00		
17.	5	Reams	Special Paper (long, assorted color)	P 2,250.00		
18.	6	Rolls	Clear Tape ½"	P 45.00		
19.	500	Pieces	Ballpen (blue, 0.5)	P 7,500.00		
20.	250	Pads	Steno Notebook (60 lvs, spiral)	P 5,000.00		
21.	10	Pieces	Double-sided Tape 2", thin	P 580.00		
<i>Note: For the Center for Continuing Education (CCE).</i>						

PAGE 2 OF 2

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

(Signature)

 Printed Name/Signature

 Tel. No./Cellphone #

 Date