



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 Itik Project of the College of Agriculture**

Approved Budget Cost : **Php 87,590.00**

Purchase Request No.: **21-04-130**

Closing Date: **May 20, 2021**

Description:

- | | | | |
|------|-----|---------|---|
| 1.) | 1 | Piece | Executive Chair
* junior, with armrest, gaslift |
| 2.) | 1 | Unit | Executive Office Table with 1/4" glasstop
* 30" x 60" wooden type
* with 1 center drawer with lock & 3 side left drawer with lock
and 3 side right drawer with lock |
| 3.) | 1 | Unit | White Board
* 4' x 8'
* with aluminum frame, with edge protector |
| 4) | 1 | Unit | Printer 3-in-1 Multifunction (print, scan and copy)
* CIS |
| 5.) | 4 | Pieces | Flash Drive 64 GB |
| 6.) | 1 | Unit | External Hard Drive 3.0 External HDD - 1 TB USB 3.0 Shock Proof |
| 7.) | 5 | Bottles | Printer Ink Brother DCP T310-BT5000, Cyan |
| 8.) | 5 | Bottles | Printer Ink Brother DCP T310-BT5000, Magenta |
| 9.) | 5 | Bottles | Printer Ink Brother DCP T310-BT5000, Yellow |
| 10.) | 5 | Bottles | Printer Ink Brother DCP T310-BTD60, Black |
| 11.) | 5 | Bottles | Printer Ink for Epson L3110, T6642, Cyan, 70ml |
| 12.) | 5 | Bottles | Printer Ink for Epson L3110, T6643, Magenta, 70ml |
| 13.) | 5 | Bottles | Printer Ink for Epson L3110, T6644, Yellow, 70ml |
| 14.) | 5 | Bottles | Printer Ink for Epson L3110, T6641, Black, 70ml |
| 15.) | 18 | Bottles | Alcohol Isopropyl 70% Solution 500ml/bot |
| 16.) | 15 | Reams | Bond Paper A4 subs. 20 |
| 17.) | 15 | Reams | Bond Paper Long subs. 20 |
| 18.) | 1 | Piece | Cork Board - 3' x 6' wall mounted wooden frame |
| 19.) | 10 | Pieces | Filling Box Long, H-91/2"xW-5"xL-16" |
| 20.) | 100 | Pieces | Expandable Envelop Long, garterized 10" x 15" |
| 21.) | 100 | Pieces | ID Jacket with Sling 3" x 4" |
| 22.) | 9 | Pieces | Soft Broom "Tambo" |
| 23.) | 100 | Pieces | Brown Envelop Long |

- 24.) 15 Pieces **Sign Pen (blue)** - roller tip pen, 0.5-0.7
- 25.) 15 Pieces **Sign Pen (black)** - roller tip pen, 0.5-0.7
- 26.) 80 Pieces **Certificate Jacket** - plastic transparent, size: A4

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-21-04-130

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 _____ 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.	1	Piece	Executive Chair - Junior, with armrest , gaslift	₱ 5,100.00		
2.	1	Unit	Executive Office Table with ¼" glasstop - 30" x 60" wooden type - With 1 center drawer with lock & 33 side left drawer with lock and 3 side right drawer with lock	₱ 11,000.00		
3.	1	Unit	White Board - 4' x 8' - With aluminum frame, with edge protector	₱ 6,500.00		
4.	1	Unit	Printer 3-in-1 Multifunction (print, scan and copy) - CIS	₱ 12,000.00		
5.	4	Pieces	Flash drive 64 GB	₱ 6,000.00		
6.	1	Unit	External Hard Drive 3.0 External HDD – 1 TB 3.0 Shock Proof	₱ 1,500.00		
7.	5	Bottles	Printer Ink Brother DCP T310-BT5000, Cyan	₱ 2,600.00		
8.	5	Bottles	Printer Ink Brother DCP T310-BT5000, Magenta	₱ 2,600.00		
9.	5	Bottles	Printer Ink Brother DCP T310-BT5000, Yellow	₱ 2,600.00		
10.	5	Bottles	Printer Ink Brother DCP T310-BTD60, Black	₱ 2,600.00		
11.	5	Bottles	Printer Ink for Epson L3110, T6642, Cyan, 70ml	₱ 2,000.00		
12.	5	Bottles	Printer Ink for Epson L3110, T6643, Magenta, 70ml	₱ 2,000.00		
13.	5	Bottles	Printer Ink for Epson L3110, T6644, Yellow, 70ml	₱ 2,000.00		
<i>Note: For the Itik Project of College of Agriculture.</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.: _____

EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORROMEJO
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

REQUEST FOR QUOTATION

Western Mindanao State University

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
14.	5	Bottles	Printer Ink for EPSON L3110, T6641, Black, 70ml	P 2,000.00		
15.	18	Bottles	Alcohol Isopropyl 70% Solution 500ml/bot	P 1,890.00		
16.	15	Reams	Bond Paper A4 subs. 20	P 3,150.00		
17.	15	Reams	Bond Paper Long subs. 20	P 3,750.00		
18.	1	Piece	Cork Board – 3' x 6' wall mounted wooden frame	P 4,000.00		
19.	10	Pieces	Filing Box – Long, H-91/2" x W-5' x L-16"	P 1,300.00		
20.	100	Pieces	Expandable Envelop – Long, garterized 10" x 15"	P 2,000.00		
21.	100	Pieces	ID Jacket with sling 3" x 4"	P 5,000.00		
22.	9	Pieces	Soft Broom "Tambo"	P 900.00		
23.	100	Pieces	Brown Envelop Long	P 700.00		
24.	15	Pieces	Sign Pen (Blue) – roller tip pen, 0.5-0.7	P 600.00		
25.	15	Pieces	Sign Pen (black) – roller tip pen, 0.5-0.7	P 600.00		
26.	80	Pieces	Certificate Jacket – plastic transparent, size: A4	P 3,200.00		
<i>Note: For the Itik Project of College of Agriculture.</i>						

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EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

Total: _____
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 Certificate Reference No.: _____

EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORROMEIO
 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone #

 Date