



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 NICER Project 3**

Approved Budget Cost : **Php 12,110.00**

Purchase Request No.: **21-05-187**

Closing Date: **August 26, 2021**

Description:

| | | |
|------|-----------|--|
| 1.) | 4 Reams | Bond Paper subs. 24, 8.5 x 13 |
| 2.) | 4 Reams | Bond Paper subs. 70, gsm A4 |
| 3.) | 2 Boxes | Disposable Mask |
| 4.) | 4 Boxes | Disposable Gloves - disposable plastic |
| 5.) | 4 Boxes | Disposable Gloves - rubberized food grade |
| 6.) | 2 Boxes | Disposable Hairnet |
| 7.) | 5 Boxes | Sign Pen - black |
| 8.) | 5 Boxes | Sign Pen - blue |
| 9.) | 3 Pieces | Highlighter - color orange; broad point |
| 10.) | 3 Boxes | Paper Clips - medium |
| 11.) | 3 Pieces | Tape - clear 1" width |
| 12.) | 1 Piece | Tape dispenser 1" cap |
| 13.) | 2 Pieces | Scissors 8 inches |
| 14.) | 1 Piece | Ruler - stainless 12 inches |
| 15.) | 1 Box | Pencil no. 2 |
| 16.) | 1 Piece | Pencil Sharpener - stainless steel with metal body |
| 17.) | 10 Piece | Filing Box - long H-9 1/2" x W-5" x L-16" |
| 18.) | 2 Boxes | Stapler No. 35 |
| 19.) | 5 Boxes | Staple Wire - #35 heavy duty |
| 20.) | 50 Pieces | Brown Envelop - long |
| 21.) | 50 Pieces | Expandable Envelope - garterized |
| 22.) | 25 Pieces | Folder Plastic - white short |
| 23.) | 15 Pieces | Folder Plastic - white long |
| 24.) | 50 Pieces | Folder Paper - white long |
| 25.) | 1 Bundle | Seal Tape Color Yellow 58mm diameter 100 pcs. per bundle |
| 26.) | 1 Bundle | Seal Tape Color Red 58mm diameter 100 pcs. per bundle |
| 27.) | 1 Bundle | Seal Tape Color White 58mm diameter 100 pcs. per bundle |
| 28.) | 1 Bundle | Seal Tape Color Yellow 70mm diameter 100 pcs. per bundle |
| 29.) | 1 Bundle | Seal Tape Color Red 70mm diameter 100 pcs. per bundle |
| 30.) | 1 Bundle | Seal Tape Color White 70mm diameter 100 pcs. per bundle |

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 August 26, 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-21-05-187

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 AUG 26 2021 at 10:00 Am 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. | 4 | Reams | Bond Paper subs. 24, 8.5 x 13 | P 1,160.00 | | |
| 2. | 4 | Reams | Bond Paper subs. 70, gsm A4 | P 840.00 | | |
| 3. | 2 | Boxes | Disposable Mask | P 300.00 | | |
| 4. | 4 | Boxes | Disposable Gloves – disposable plastic | P 240.00 | | |
| 5. | 4 | Boxes | Disposable Gloves – rubberized food grade | P 1,600.00 | | |
| 6. | 2 | Boxes | Disposable Hairnet | P 500.00 | | |
| 7. | 5 | Boxes | Sign Pen – black | P 200.00 | | |
| 8. | 5 | Boxes | Sign Pen – blue | P 200.00 | | |
| 9. | 3 | Pieces | Highlighter – color orange; broad point | P 60.00 | | |
| 10. | 3 | Boxes | Paper clips – medium | P 630.00 | | |
| 11. | 3 | Pieces | Tape – clear 1" width | P 120.00 | | |
| 12. | 1 | Piece | Tape dispenser 1" cap | P 100.00 | | |
| 13. | 2 | Pieces | Scissors 8 inches | P 100.00 | | |
| 14. | 1 | Piece | Ruler – stainless 12 inches | P 50.00 | | |
| 15. | 1 | Box | Pencil no. 2 | P 100.00 | | |
| <i>Note: For the Nicer Project 3 of the University.</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 BORROMEO
 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone #

 Date

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| Item No. | Qty | Unit | Item and Description | Approved Budget for Contract (ABC) | Unit Cost | Total Cost |
|---|-----|--------|--|------------------------------------|-----------|------------|
| 16. | 1 | Piece | Pencil Sharpener – stainless steel with metal body | P 300.00 | | |
| 17. | 10 | Piece | Filing Box – long H- 9 ½" x W-5" x L-16" | P 1,300.00 | | |
| 18. | 2 | Boxes | Stapler no. 35 | P 160.00 | | |
| 19. | 5 | Boxes | Staple Wire - #35 heavy duty | P 300.00 | | |
| 20. | 50 | Pieces | Brown Envelop – long | P 350.00 | | |
| 21. | 50 | Pieces | Expandable Envelope – garterized | P 750.00 | | |
| 22. | 25 | Pieces | Folder Plastic – white short | P 250.00 | | |
| 23. | 15 | Pieces | Folder Plastic – white long | P 150.00 | | |
| 24. | 50 | Pieces | Folder Paper – white long | P 750.00 | | |
| 25. | 1 | Bundle | Seal Tape Color Yellow 58mm diameter 100 pcs. Per bundle | P 100.00 | | |
| 26. | 1 | Bundle | Seal Tape Color Red 58mm diameter 100 pcs. Per bundle | P 100.00 | | |
| 27. | 1 | Bundle | Seal Tape Color White 58mm diameter 100 pcs. Per bundle | P 100.00 | | |
| 28. | 1 | Bundle | Seal Tape Color Yellow 70mm diameter 100 pcs. Per bundle | P 100.00 | | |
| <i>Note: For the Nicer Project 3 of the University.</i> | | | | | | |

PAGE 2 OF 3

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| Item No. | Qty | Unit | Item and Description | Approved Budget for Contract (ABC) | Unit Cost | Total Cost |
|---|-----|--------|---|------------------------------------|-----------|------------|
| 29. | 1 | Bundle | Seal Tape Color Red 70mm diameter 100 pcs. Per bundle | P 100.00 | | |
| 30. | 1 | Bundle | Seal Tape Color White 70mm diameter 100 pcs. Per bundle | P 100.00 | | |
| 31. | 1 | Box | Inter-folded paper towel 150 pulls by 30 packs/box | P 1,000.00 | | |
| <i>Note: For the Nicer Project 3 of the University.</i> | | | | | | |

PAGE 3 of 3

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