



Republic of the Philippines  
WESTERN MINDANAO STATE UNIVERSITY  
Zamboanga City  
Telefax.: 062-992-4238  
[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 & Delivery of Various Office Supplies for the RDEC/CLA**

Approved Budget Cost : **Php 24,992.50**

Purchase Request No.: **16-03-093**

Source of Fund: **Fund 101**

Closing Date: **May 5, 2016**

Description:

1.	2	Piece	LC 539 XL Black (existing printer brother)
2.	2	Piece	LC 535 XL Colored, CMY (existing printer brother)
3.	30	Ream	Bond Paper subs. 20 short (A4)
4.	25	Ream	Bond Paper subs. 20 long (8.5 - 13)
5.	5	Piece	Record Book 300 pages SMYTHE SEWN
6.	10	Piece	File Organizer Expanding Legal Plastic Assorted Color
7.	5	Piece	Sign Pen Black 0.5
8.	2	Box	Ballpen Black
9.	1	Box	Ballpen Blue
10.	1	Box	Ballpen Red
11.	20	Piece	Expanding Envelope - brown long
12.	10	Piece	Expanding Envelope -plastic long
13.	2	Piece	Flash Drive 32GB USB 2.0 Plug and Play
14.	10	Piece	Data Folder Finger Ring (3 x 9 x 15 inches)
15.	10	Piece	Correction Tape Disposable Usable length of 6 meter (min) 5mm width
16.	6	Piece	File Magazine, 125mm; 230mm; 400mm
17.	25	Piece	Notebook Non-Spring 80 leaves

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 may obtain further information from WMSU BAC Secretariat regarding the checklist of eligibility and technical requirements.

### IMPORTANT NOTICE FOR BIDDERS:

1. All bidders' are required to post a Bid Security, at least Two (2%) Percent of the ABC in the form of Cash, Cashier's Check or Manager's Check, or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.
2. The Bidder shall prepare an original of the Eligibility Documents, Technical Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL",

and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". State the unit price of each item and the total bid price and also state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.

3. Bid opening shall be on May 5, 2016 at 9:00 A.M. at BAC Office, Ground Floor Executive Building, WMSU, Zamboanga City, Philippines, 7000. Bids will be opened in the presence of the Bidders representatives who choose to attend at the address above. Late bids shall not be accepted.
4. Price validity shall be for a period of 120 calendar days.
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. 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.
7. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.