



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 and Materials for the WESMARRDEC**

Approved Budget Cost : **Php 11,636.00**

Purchase Request No.: **16-05-160**

Source of Funds: **PCAARRD**

Closing Date : **June 28, 2016**

Description:

1.	1	Box	Rubber Bond 225 big
2.	1	Pack	Sticker Paper long good quality
3.	1	Unit	Calculator Scientific
4.	7	Roll	Scotch Tape 1/2 inch
5.	10	Roll	Double Sided Tape 2 inches
6.	1	Box	Chalk
7.	2	Piece	Correction Fluid
8.	3	Box	Pencil No. 2
9.	1	Box	Ballpen black
10.	6	Piece	Sign Pen Filler 0.5
11.	5	Piece	Sign Pen Black 0.3 gel
12.	5	Piece	Sign Pen assorted color 0.5
13.	5	Piece	Sign Pen black 0.7
14.	3	Ream	Long Bond Paper substance 20
15.	3	Ream	Short Bond Paper substance 20
16.	30	Piece	Folder ordinary long 14pts
17.	30	Piece	Folder ordinary short 14pts
18.	12	Piece	Folder Plastic long with Slider Stick
19.	12	Piece	Folder Plastic short with Slider Stick
20.	5	Piece	Pencil Sharpener metal
21.	6	Box	Push Pins Small
22.	6	Piece	Glue 250ml
23.	6	Roll	Masking Tape 2 inches
24.	5	Piece	Cutter Knife
25.	5	Piece	3d Data File Box 12.4x6.8 inches
26.	15	Piece	Record Book 300 pages
27.	3	Piece	Scissors medium 6 inches
28.	1	Piece	Led Light (rechargeable/adjustable) with light holder
29.	2	Piece	Flash Disk/USB Drive 8gb

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. Price validity shall be for a period of 120 calendar days.
4. Bidders shall submit original brochures showing certifications of the product being offered.
5. 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.
6. 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.