



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 for the Zampen native Chicken**

Approved Budget Cost: **Php 12,115.00**

Purchase Request No.: **22-07-322**

Closing Date: **August 1, 2022 @ 10AM**

Description:

- 6 box of Ballpen color (3) black and (3) blue (1 dozen per box).**
- 2 SET of Computer Ink (epson L3110) Cyan, Magenta, Black, Yellow.**
- 3 PC of Permanent Marker, Black.**
- 3 PC of Scissors Medium 6".**
- 80 PC of Expanding brown envelope long with garter size: 15 x9.8".**
- 4 PACK of Specialty Paper 90gsm size 8.5x11 color: Pale Cream 30pcs /pack.**
- 3 REAM of short bondpaper , substance 24, gsm: 70.**
- 3 REAM of long bond paper, substance 24, gsm 70.**
- 80 PC of Transparent ID card Holder size: 85x 100mm (Horizontal) with lanyard color blue.**
- 80 PC of Binder Fillers notebook size 5.8 x 8.5 inches.**
- 2 box of White Board Marker Fine (1 dozen per box) color: Blue (1 box) and Black (1box).**
- 2 bot of White board marker refill ink (30ml) color: Black (1pc) and Blue (1 pc).**

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.

Submission of Quotation and eligibility documents is on or before 10:00 AM of August 1, 2022 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-22-07-322

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 01 2022 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.


JOEL G. FERNANDO, Ph.D.
 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.	6	Boxes	Ballpen Colors: Black – 3 boxes Blue – 3 boxes 1 dozen per box	₱ 780.00		
2.	2	Sets	Computer Ink EPSON L3110 Cyan, Magenta, Black, Yellow	₱ 2,700.00		
3.	3	Pieces	Permanent Marker, Black	₱ 180.00		
4.	3	Pieces	Scissors Medium 6"	₱ 225.00		
5.	80	Pieces	Expanding brown envelope long with garter size: 15 x 9.8"	₱ 1,600.00		
6.	4	Packs	Specialty Paper 90gsm Size: 8.5 x 11 Color: Pale cream 30 pcs/pack	₱ 300.00		
7.	3	Reams	Short Bondpaper Substance 24 GSM: 70	₱ 900.00		
8.	3	Reams	Long Bondpaper Substance 24 GSM: 70	₱ 960.00		
9.	80	Pieces	Transparent ID Card Holder Size: 85 x 100mm (horizontal) With lanyard color blue	₱ 2,400.00		
10.	80	Pieces	Binder Fillers Notebook Size 5.8 x 8.5 inches	₱ 1,200.00		
11.	2	Boxes	White Board Marker Fine (1 dozen per box) Color: Blue (1 box) and black (1 box)	₱ 700.00		
12.	2	Bottles	White Board marker refill ink (30ml) Color: Black (1 piece) and Blue (1 piece)	₱ 170.00		
			<i>Note: For the Zampen Native Chicken Program of the University.</i>			

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EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

Total: _____
 Brand & Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

PhilGEPS Registration No.: _____
Certificate Reference No.: _____