



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 CCE**

Approved Budget Cost: **Php 13,510.00**

Purchase Request No.: **22-08-379**

Closing Date: **October 10, 2022 @ 10AM**

Description:

8 bot of ETHYL ALCOHOL (70%, 500ml).

**5 PC of CORRECTION TAPE
8m.**

**5 packs of HIGHLIGHTER
assorted color 3pcs/pack.**

10 REAM of BOND PAPER LONG SUBSTANCE 24, 8.5 x 13.

10 REAM of BOND PAPER LONG GSM 70, A4.

5 PC of SIGN PEN, BLUE.

**10 box of BINDER CLIP 3"
6PCS/BOX.**

**10 box of BINDER CLIP 2"
12PCS/BOX.**

**2 bot of GLUE
240g.**

**2 box of THUMB TACKS
small box.**

20 PC of EXPANDABLE FOLDER, GREEN, LONG.

6 box of PUSH PIN.

**4 PACK of TISSUE PAPER, 2 PLY
12rolls / pack.**

4 PACK of BATTERY, AAA, DRY CELL 3pcs/pack.

6 PACK of BATTERY, AA, DRY CELL 4pcs/pack.

3 PC of RECORD BOOK, 500PAGES, SIZE 214mm x 278mm.

5 pad of STICKY NOTE 3" x 4".

5 pad of STICKY NOTE 3" x 3".

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 October 10, 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-22-08-379

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 OCT 10 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.	8	Bottles	Ethyl Alcohol (70%, 500ml)	P 960.00		
2.	5	Pieces	Correction Tape 8m	P 125.00		
3.	5	Packs	Highlighter Assorted color 3pcs/pack	P 250.00		
4.	10	Reams	Bond Paper Long Substance 24, 8.5 x 13	P 3,000.00		
5.	10	Reams	Bond Paper Long GSM 70, A4	P 2,400.00		
6.	5	Pieces	Sign Pen, Blue	P 200.00		
7.	10	Boxes	Binder Clip 3" 6pcs/box	P 1,200.00		
8.	10	Boxes	Binder Clip 2" 12pcs/box	P 900.00		
9.	2	Bottles	Glue 240g	P 500.00		
10.	2	Boxes	Thumb Tacks Small Box	P 30.00		
11.	20	Pieces	Expandable Folder, Green, Long	P 600.00		
12.	6	Boxes	Push Pin	P 360.00		
13.	4	Packs	Tissue Paper, 2 ply 12 rolls/pack	P 360.00		
14.	4	Packs	Battery, AAA, Dry cell, 3 pcs/pack	P 1,000.00		
15.	6	Packs	Battery, AA, Dry Cell, 4 pcs/pack	P 900.00		
16.	3	Pieces	Record Book, 500 Pages, Size 214mm x 278mm	P 450.00		
17.	5	Pads	Sticky Note 3" x 4"	P 150.00		
18.	5	Pads	Sticky Note 3" x 3"	P 125.00		
<i>Note: For the Center for Continuing Education 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.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
 Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date