



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 RDEC**

Approved Budget Cost: **Php 13,290.00**

Purchase Request No.: **22-10-468**

Closing Date: **November 3, 2022 @ 10AM**

Description:

- 1.) **5 REAM of BOND PAPER (A4) SUBSTANCE. 20.**
- 2.) **5 REAM of BOND PAPER (LONG) SUBSTANCE. 20.**
- 3.) **35 PC of EXPANDED BROWN ENVELOPE, LONG.**
- 4.) **35 PC of WHITE ORDINARY FOLDER LONG (PAPER).**
- 5.) **3 SET of PRINTER EPSON INK L3116 # 003 BLACK, MAGENTA, CYAN, YELLOW.**
- 6.) **35 pad of NOTEBOOK (100 LEAVES).**
- 7.) **2 PC of PERMANENT MARKER (BLACK), 10 PCS/BOX.**
- 8.) **15 PC of CARTOLINA (ASSORTED COLLOR).**
- 9.) **10 PC of MANILA PAPER**
- 10.) **1 box of BALLPEN, BLACK, 50 PCS/BOX.**
- 11.) **3 box of PENCIL, # 2, 12 PCS/BOX.**
- 12.) **1 box of SPECIAL PAPER 500PCS/BOX.**
- 13.) **3 bot of GLUE 125ML.**
- 14.) **5 PC of CORRECTION TAPE, LENGHT: 10 METERS.**
- 15.) **35 PC of ORDINARY BROWN ENVELOPE LONG (PAPER).**
- 16.) **2 box of WHITEBOARD PEN (BLACK).**

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 November 3, 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-22-10-468

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 NOV 03 2022 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

[Signature]
JOSE 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. | 5 | Reams | Bond Paper (A4) Substance 20 | P 1,200.00 | | |
| 2. | 5 | Reams | Bond Paper (Long) Substance 20 | P 1,300.00 | | |
| 3. | 35 | Pieces | Expanded Brown Envelope, Long | P 700.00 | | |
| 4. | 35 | Pieces | White Ordinary Folder Long (Paper) | P 245.00 | | |
| 5. | 3 | Sets | Printer EPSON Ink L3116 #003 Black, Magenta, Cyan, Yellow | P 3,900.00 | | |
| 6. | 35 | Pads | Notebook (100 Leaves) | P 1,750.00 | | |
| 7. | 2 | Pieces | Permanent Marker (Black) 10 pcs/box | P 700.00 | | |
| 8. | 15 | Pieces | Cartolina (Assorted Color) | P 300.00 | | |
| 9. | 10 | Pieces | Manila Paper | P 100.00 | | |
| 10. | 1 | Box | Ballpen, Black, 50 pcs/box | P 300.00 | | |
| 11. | 3 | Boxes | Pencil #2, 12 pcs/box | P 420.00 | | |
| 12. | 1 | Boxes | Special Paper 500 pcs/box | P 650.00 | | |
| 13. | 3 | Bottles | Glue 125ml | P 300.00 | | |
| 14. | 5 | Pieces | Correction Tape, Length: 10 meters | P 200.00 | | |
| 15. | 35 | Pieces | Ordinary Brown Envelope Long (Paper) | P 525.00 | | |
| 16. | 2 | Boxes | Whiteboard Pen (Black) | P 700.00 | | |
| <i>Note: For the RDEC of the University.</i> | | | | | | |

PAGE 1 of 1

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