



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Zamboanga City  
Telephone No.: 062-991-7875  
[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 and Delivery of Various Office Supplies for the RDEC**

Approved Budget Cost: **Php 32,983.50**

Purchase Request No.: **PR 23-01-022**

Closing Date: **March 20, 2023 @ 10AM**

Description:

- 1.) Four (4) box of BOND PAPER ( LONG ) - SUBSTANCE 20, GSM 70, 5 REAM/BOX.
- 2.) Two (2) box of BOND PAPER ( A4 ) - SUBSTANCE 20, GSM 70, 5 REAM/BOX.
- 3.) Ten (10) SET of COMPUTER INK EPSON L-3210 BLACK, MAGENTA, YELLOW, CYAN #003.
- 4.) One (1) box of BALLPEN, COLOR: BLACK, 0.7mm GEL PEN, 25PCS/BOX.
- 5.) Four (4) box of PENCIL - NO.2, SIZE: MEDIUM, 12 PCS / BOX.
- 6.) Two (2) PC of CUTTER BLADE KNIFE, HEAVY DUTY 18mm x 100mm.
- 7.) Two (2) PC of SKETCH BOOK A5, THICK PAPER SPIRAL NOTEBOOK.
- 8.) Two (2) roll of PAPER TAPE, SIZE: 3", 50 METERS.
- 9.) One (1) PC of PENCIL SHARPENER.
- 10.) Five (5) PC of METAL RULER - SIZE: 12", ALUMINUM, HIGH QUALITY.
- 11.) Five (5) PC of METAL RULER - SIZE: 6", ALUMINUM, HIGH QUALITY.
- 12.) Forty (40) PACK of SPECIAL BOARD PAPER - SIZE: 8 1/2" x 13" ( LONG ), 220 GSM, 10 PCS/PACK.
- 13.) One (1) PACK of ILLUSTRATION BOARD, 1 WHOLE 3 PLY 30x40", 10PCS/PACK.
- 14.) Ten (10) PC of CLEARBOOK, 60 CLEAR SHEET/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.

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 March 20, 2023 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](mailto: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-23-01-022

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 MAR 20 2023 at 10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

  
FREDELINO M. SAN JUAN, 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.	4	Boxes	Bond Paper (Long) – Substance 20, GSM 70, 5 Ream/Box	₱ 6,000.00		
2.	2	Boxes	Bond Paper (A4) – Substance 20, GSM 70, 5 Ream/Box	₱ 2,650.00		
3.	10	Sets	Computer Ink EPSON L3210 Black, Magenta, Yellow, Cyan #003	₱ 13,800.00		
4.	1	Box	Ballpen, Color: Black, 0.7mm Gel Pen, 25pcs/box	₱ 350.50		
5.	4	Boxes	Pencil – No.2, Size: Medium, 12 pcs/box	₱ 232.00		
6.	2	Pieces	Cutter Blade Knife, Heavy Duty 18mm x 100mm	₱ 180.00		
7.	2	Pieces	Sketch Book A5, Thick Paper Spiral Notebook	₱ 164.00		
8.	2	Rolls	Paper Tape, Size: 3", 50 meters	₱ 1,340.00		
9.	1	Piece	Pencil Sharpener	₱ 280.00		
10.	5	Pieces	Metal Ruler – Size: 12", Aluminum, High Quality	₱ 275.00		
11.	5	Pieces	Metal Ruler – Size: 6", Aluminum, High Quality	₱ 240.00		
12.	40	Packs	Special Board Paper – Size: 8 ½" x 13" (Long), 220 GSM, 10 pcs/pack	₱ 2,600.00		
13.	1	Pack	Illustration Board, 1 Whole 3 Ply 30x40", 10 pcs/pack	₱ 2,722.00		
14.	10	Pieces	Clearbook, 60 Clear Sheet/Pc	₱ 2,150.00		
			<i>Note: For the RDEC (Research) 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.: \_\_\_\_\_

REYNANTE ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date