



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 AREC (COE)**

Approved Budget Cost: **Php 24,380.00**

Purchase Request No.: **PR 23-02-176**

Closing Date: **April 11, 2023 @ 10AM**

Description:

- 1.) Twelve (12) PC of LOG BOOK / RECORD BOOK, 150 PAGES.
- 2.) Four (4) box of LONG BOND PAPER, SUBS. 20.
- 3.) Four (4) box of A4 BOND PAPER, SUBS. 20.
- 4.) Five (5) box of BALLPEN (BLACK), 10pc/box.
- 5.) Five (5) box of BALLPEN (RED), 10PC/BOX.
- 6.) Five (5) box of BALLPEN (BLUE), 10PC/BOX.
- 7.) Three (3) box of MARKER BLACK, REFILLABLE, 10PC/BOX.
- 8.) Three (3) box of MARKER RED, REFILLABLE, 10PC/BOX.
- 9.) Three (3) box of MARKER BLUE, REFILLABLE, 10PC/BOX.
- 10.) Three (3) box of WHITE BOARD PEN BLACK, REFILLABLE, 10PC/BOX.
- 11.) Three (3) box of WHITE BOARD PEN BLUE, REFILLABLE, 10PC/BOX.
- 12.) Twenty-Five (25) PC of WHITE FOLDER, LONG PAPER.
- 13.) Twenty-Five (25) PC of WHITE FOLDER, SHORT PAPER.
- 14.) Twenty (20) PC of EXPANDABLE ENVELOPE LONG.
- 15.) Twenty (20) PC of EXPANDABLE ENVELOPE SHORT.
- 16.) Twenty (20) box of PAPER CLIP SMALL.
- 17.) Four (4) PC of STAPLER #35, WITH STAPLE REMOVER.
- 18.) Seven (7) box of FASTENER, METAL.
- 19.) Ten (10) box of BINDER CLIP, BIG.
- 20.) Six (6) box of STAPLE WIRE, #35.
- 21.) Four (4) PC of DATA FILER, VERTICAL, LONG.

- 22.) Two (2) PC of FILE ORGANIZER DATA RACK, 3 LAYERS, STEEL, LONG.
- 23.) Two (2) PC of WHITEBOARD ERASER.
- 24.) One (1) set of COMPUTER INK (T664) CYAN, MAGENTA, BLACK, YELLOW.

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 April 11, 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 QUOTATIO

Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: PR-23-02-176

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 APR 11 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 OURCHASE 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.	12	Pieces	Log Book/ Record Book, 150 Pages	P 2,580.00		
2.	4	Boxes	Long Bond Paper, Subs. 20	P 6,000.00		
3.	4	Boxes	A4 Bond Paper, Subs. 20	P 5,000.00		
4.	5	Boxes	Ballpen (Black), 10pc/box	P 365.00		
5.	5	Boxes	Ballpen (Red) , 10pc/box	P 365.00		
6.	5	Boxes	Ballpen (Blue), 10pc/box	P 365.00		
7.	3	Boxes	Marker Black, Refillable, 10pc/box	P 285.00		
8.	3	Boxes	Marker Red, Refillable, 10pc/box	P 285.00		
9.	3	Boxes	Marker Blue, Refillable, 10pc/box	P 285.00		
10.	3	Boxes	White Board Pen Black, Refillable, 10pc/box	P 891.00		
11.	3	Boxes	White Board Pen Blue, Refillable, 10pc/box	P 891.00		
12.	25	Pieces	White Folder, Long Paper	P 250.00		
13.	25	Pieces	White Folder, Short Paper	P 200.00		
14.	20	Pieces	Expandable Envelope Long	P 700.00		
15.	20	Pieces	Expandable Envelope Short	P 600.00		
16.	20	Boxes	Paper Clip Small	P 500.00		
17.	4	Pieces	Stapler #35, With Staple Remover	P 500.00		
18.	7	Boxes	Fastener, Metal	P 252.00		
19.	10	Boxes	Binder Clip, Big	P 600.00		
20.	6	Boxes	Staple Wire, #35	P 330.00		
21.	4	Pieces	Data Filer, Vertical, Long	P 756.00		
22.	2	Pieces	File Organizer Data Rack, 3 Layers, Steel, Long	P 520.00		
23.	2	Pieces	Whiteboard Eraser	P 60.00		
24.	1	Set	Computer Ink (T664) Cyan, Magenta, Black, Yellow	P 1,800.00		
			Note: For the AREC (COE) of the University.			

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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