



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 CCE**

Approved Budget Cost: **Php 97,030.00**

Purchase Request No.: **PR 23-02-179**

Closing Date: **March 27, 2023 @ 10AM**

Description:

- 1.) Eight Hundred (800) pad of NOTEBOOK, STENOGRAPHER, SPIRAL, 40 LVS.
- 2.) Ten (10) REAM of VELLUM, WHITE#100, 8.5 x 11.
- 3.) Ten (10) REAM of VELLUM, WHITE#100, 8.5 x 13.
- 4.) One Hundred Fifty (150) PC of BROWN ENVELOPE, LONG.
- 5.) Forty (40) REAM of BOND PAPER, A4, 70GSM.
- 6.) Twenty-Three (23) REAM of BOND PAPER, 8.5 x 13, 70GSM.
- 7.) Four Hundred (400) PC of BALLPEN, GOOD QUALITY, 0.5mm, BLUE.
- 8.) Five Hundred (500) PC of EXPANDABLE ENVELOPE, COLORED, GARTERIZED, LONG SIZE.
- 9.) Ten (10) PC of PERMANENT MARKER, BROAD, ASSORTED COLOR.
- 10.) Ten (10) PC of WHITE BOARD PEN, BROAD ASSORTED COLOR, REFILLABLE .
- 11.) Four (4) box of CLEAR SHEET PROTECTOR, A4 SIZE, 11-HOLE POCKET, 100 SHEET/BOX.
- 12.) Twenty (20) PC of CLEAR TAPE, 1".
- 13.) Twenty (20) PC of MASKING TAPE, 2".
- 14.) Twenty (20) PC of PACKAGING TAPE, 2".
- 15.) Fifteen (15) bot of ALCOHOL, ISOPROPHYL, 500ml.
- 16.) Ten (10) PC of DOUBLE SIDED TAPE 1".
- 17.) Eight (8) PACK of TISSUE, DOUBLE-PLY, 12 ROLL/PACK.
- 18.) Twenty (20) box of BINDER CLIP, 3" 6PCS/BOX.
- 19.) Twenty (20) box of BINDER CLIP, 2" 6PCS/BOX.
- 20.) Fifty (50) PC of EXPANDABLE FOLDER, LONG, GREEN.

21.) Twenty-Two (22) PC of CORRECTION TAPE, 10m.

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 27, 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-23-02-179

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 27 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.	800	Pads	Notebook, Stenographer, Spiral, 40 Leaves	P 16,000.00		
2.	10	Reams	Vellum, White #100, 8.5 x 11	P 14,000.00		
3.	10	Reams	Vellum, White #100, 8.5 x 13	P 15,000.00		
4.	150	Pieces	Brown Envelope, Long	P 1,500.00		
5.	40	Reams	Bond Paper, A4, 70GSM	P 10,800.00		
6.	23	Reams	Bond Paper, 8.5 x 13, 70GSM	P 6,900.00		
7.	400	Pieces	Ballpen, Good Quality, 0.5mm, Blue	P 4,800.00		
8.	500	Pieces	Expandable Envelope, Colored, Garterized, Long Size	P 10,000.00		
9.	10	Pieces	Permanent Marker, Broad, Assorted Color	P 700.00		
10.	10	Pieces	White Board Pen, Broad Assorted Color, Refillable	P 800.00		
11.	4	Boxes	Clear Sheet Protector, A4 Size, 11-Hole Pocket, 100 Sheet/Box	P 1,000.00		
12.	20	Pieces	Clear Tape, 1"	P 400.00		
13.	20	Pieces	Masking Tape, 2"	P 600.00		
14.	20	Pieces	Packaging Tape, 2"	P 800.00		
15.	15	Bottles	Alcohol, Isopropyl, 500ml	P 2,400.00		
16.	10	Pieces	Double Sized Tape 1"	P 250.00		
17.	8	Packs	Tissue, Double-Ply, 12 Roll/Pack	P 1,600.00		
18.	20	Boxes	Binder Clip, 3" 6 Pcs/Box	P 4,000.00		
19.	20	Boxes	Binder Clip, 2" 6Pcs/Box	P 3,600.00		
20.	50	Pieces	Expandable Folder, Long, Green	P 1,000.00		
21.	22	Pieces	Correction Tape, 10m	P 880.00		
			Note: For the Center for Continuing Education 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