



## 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 and Materials for the PHSI**

Approved Budget Cost : **Php 54,130.00**

Purchase Request No.: **19-10-396**

Closing Date: **October 21, 2019**

Description:

1.)	131	Pieces	Notebook - at least 40 leaves
2.)	6	Boxes	Ballpen - black, 12 pieces per box
3.)	6	Boxes	Permanent Pen - black, 12 pieces/box
4.)	100	Bundles	Metha Cards
5.)	6	Reams	Bond Paper - long, substance 20
6.)	6	Reams	Bond Paper - short, substance 20
7.)	1	Box	Laid Paper - long
8.)	1	Box	Laid Paper - short
9.)	30	Bundles	Sticker Note Pad - size: 2/2
10.)	15	Boxes	12-Colors Crayons - 15 box per box
11.)	30	Pieces	Marker - color: yellow
12.)	100	Pieces	Expanded Folder (long)
13.)	150	Pieces	I.D. Holder - standard size
14.)	100	Pieces	Index Card (1/2)
15.)	20	Rolls	Masking Tape - 1 inches
16.)	3	Pieces	Tonner Brother TN-2260
17.)	20	Boxes	Paper Clip (small)
18.)	10	Pieces	Expanded Plastic Enveloped with Handle
19.)	20	Rolls	Packing Tape - 3 inches
20.)	20	Pieces	Correction Tape - size: 8mm x 5mm
21.)	10	Bottles	Glue - 50ml per bottle
22.)	1	Piece	Voice Recorder
23.)	2	Boxes	Sign Pen - blue, 0.5
24.)	1	Piece	Media Pointer
25.)	4	Sets	HP Set Ink for GT51 - black, magenta, cyan, 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 may obtain further information from WMSU BAC Secretariat regarding the checklist of eligibility and technical requirements.

**IMPORTANT NOTICE FOR BIDDERS:**

1. All bidders' are required to post a Bid Security, at least Two (2%) Percent of the ABC in the form of Cash, Cashier's Check or Manager's Check, or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.
2. The Bidder shall prepare an original of the Eligibility Documents, Technical Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". State the unit price of each item and the total bid price and also state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.
3. Price validity shall be for a period of 120 calendar days.
4. Bidders shall submit original brochures showing certifications of the product being offered.
5. 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.
6. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.