



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 Project Strengthening the Consortia Knowledge Network of the WESMAARRDEC**

Approved Budget Cost : **Php 54,547.00**

Purchase Request No.: **19-11-432**

Closing Date: **January 30, 2020**

Description:

- | | | | |
|------|----|--------|--|
| 1.) | 15 | Reams | Bond Paper
* legal size
* substance 20 |
| 2.) | 15 | Reams | Bond Paper
* A4 size
* substance 20 |
| 3.) | 2 | Sets | Epson L3110 Ink
* magenta, cyan, yellow, black |
| 4.) | 2 | Sets | HP Ink 415
* magenta, cyan, yellow, black |
| 5.) | 40 | Pieces | Notebook
* 40 leaves |
| 6.) | 2 | Boxes | Ballpen
* blue
* 1 doz/box |
| 7.) | 1 | Box | Sign Pen
* blue
* 0.5
* liquid gel
* needle point
* 1 doz/box |
| 8.) | 1 | Box | Sign Pen
* black
* 0.5
* liquid gel
* needle point
* 1 doz/box |
| 9.) | 2 | Reams | Specialty Paper
* white, short |
| 10.) | 50 | Pieces | L-Folder
* transparent
* short |

11.)	50	Pieces	Folder * ordinary * long * white
12.)	50	Pieces	Folder * ordinary * short * white
13.)	50	Pieces	Expanding Envelope * long * brown with rubber tie
14.)	50	Pieces	Expanding Envelope * short * brown with rubber tie
15.)	15	Pieces	Certificate Holder * blue * short
16.)	10	Packs	Tissue Paper * 2 ply * 12 roll/pack
17.)	1	Box	Whiteboard Marker * black * 12 pcs/box
18.)	1	Box	Whiteboard Marker * blue * 12 pcs/box
19.)	1	Box	Whiteboard Marker * red * 12 pcs/box
20.)	10	Pieces	Correction Tape * size: 20 x 5mm
21.)	10	Bottles	Alcohol Ethyl 70% * 500 ml/bot
22.)	6	Rolls	Packaging Tape * 2" x 30m
23.)	12	Rolls	Clear Tape, 1"
24.)	6	Pieces	Sticky Notes (sign here)
25.)	5	Packs	Battery AA * 2 pcs/pack
26.)	5	Packs	Battery AAA * 2 pcs/pack
27.)	4	Packs	Battery 9V * 1 pc/pack
28.)	6	Pieces	Folding Easel Tripod * high quality
29.)	8	Pieces	Acrylic Stand-up Name Plate * Size: 11" wide x 3.5" high
30.)	4	Pieces	4-Tier Brochure Holder * Size: 6 5/16" L x 4 1/4" W x 10" H

- 31.) 4 Pieces * Clear Plastic
Counterstand Brochure Holder
* 4 x A5 tiered
- 32.) 5 Pieces **Flash Drive**
* 16GB
- 33.) 2 Units **External Hard Drive**
* 2 TB

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 Number, 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 January 30, 2020 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.