



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-991-7875
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 34,077.00**

Purchase Request No.: **22-08-372**

Closing Date: **September 15, 2022 @ 10AM**

Description:

8 box of A4 Bondpaper; Subs 20 (5reams/box).

7 box of Long Bondpaper; Subs 20 (5reams/box).

30 PC of Long Garterized Expanding Envelope.

1 box of Long Brown Envelope (500pc/box) .

1 box of Short Ordinary Brown Envelope (500pc/box).

10 pc of Document File Holder (11cmx24cmx39cm).

3 pc of 300 Pages Record Book.

10 bot of 003 Epson Ink; Color Black

5 set of 004 Epson Ink (1set/color: Black, Cyan, Yellow, Magenta).

**20 pack of A4 Special/Board Paper 160-200 GSM; Color: Pale Cream
10pcs/pack.**

**15 pack of Long Special/Board Paper 160-200 GSM Color: Pale Cream
10pcs/pack .**

5 pack of Matte Sticker Paper , Size: Long.

1 GAL of 70% Ethyl Alcohol

2 box of A4 Acetate Sheet Film PVC Binder , 100pcs/box.

2 box of Long Acetate Sheet Film PVC Binder, 100pcs/box.

8 PC of Plastic Comb Binder Rings Spines a4, 8mm; color: black.

8 PC of Plastic Comb Binder Rings Spines a4, 10mm color: black

8 PC of Plastic Comb Binder Rings Spines a4, 14mm color: black

8 PC of Plastic Comb Binder Rings Spines long, 8mm color: black.

8 PC of Plastic Comb Binder Rings Spines long, 10mm color: black

8 PC of Plastic Comb Binder Rings Spines long, 14mm color: black.

5 box of Metal Binder Clips (25mm; 12pcs/box)

5 box of Metal Binder Clips (32mm; 12pcs/box)

5 box of Metal Binder Clips (50mm; 12pcs/box)

5 PC of 1 inch Double sided tape

5 PC of Packing ; Size: 45mm x 7mm.

1 PC of Glue (Big); 473ml.

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 10:00 AM of September 15, 2022 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.

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: PR-22-08-372

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


JOEL G. FERNANDO, Ph.D.
 JAC 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.	8	Boxes	A4 Bondpaper; Subs 20 (5 reams/box)	P 8,000.00		
2.	7	Boxes	Long Bondpaper; Subs 20 (5 remas/box)	P 7,700.00		
3.	30	Pieces	Long Garterized Expanding Envelope	P 630.00		
4.	1	Box	Long Brown Envelope (500pcs/box)	P 1,250.00		
5.	1	Box	Short Ordinary Brown Envelope (500pcs/box)	P 1,000.00		
6.	10	Pieces	Document File Holder (11cm x 24cm x 39cm)	P 2,000.00		
7.	3	Pieces	300 Pages Record Book	P 180.00		
8.	10	Bottles	003 Epson Ink; Color Black	P 2,500.00		
9.	5	Sets	004 Epson Ink (1set/color: Black, Cyan, Yellow, Magenta)	P 5,000.00		
10.	20	Packs	A4 Special/Board Paper 160-200 GSM; Color: Pale Cream 10 pcs/pack	P 600.00		
11.	15	Packs	Long Special/Board Paper 160-200 GSM Color: Pale Cream 10 pcs/pack	P 525.00		
12.	5	Packs	Matte Sticker Paper, Size: Long	P 250.00		
13.	1	Gallon	70% Ethyl Alcohol	P 600.00		
14.	2	Boxes	A4 Acetate Sheet Film PVC Binder, 100 pcs/box	P 1,080.00		
15.	2	Boxes	Long Acetate Sheet Film PVC Binder, 100 pcs/box	P 1,160.00		
16.	8	Pieces	Plastic Comb Binder Rings Spines a4, 8mm; Color: Black	P 72.00		
17.	8	Pieces	Plastic Comb Binder Rings Spines a4, 10mm Color: Black	P 96.00		
<i>Note: For the RDEC 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.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
 Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: PR-22-08-372

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JOEL G. FERNANDO, Ph.D.
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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
18.	8	Pieces	Plastic Comb Binder Rings Spines a4, 14mm color: Black	P 120.00		
19.	8	Pieces	Plastic Comb Binder Rings Long, 8mm color: black	P 72.00		
20.	8	Pieces	Plastic Comb Binder Rings Spines Long, 10mm Color: Black	P 72.00		
21.	8	Pieces	Plastic Comb Binder Rings Spines Long, 14mm Color: Black	P 120.00		
22.	5	Boxes	Metal Binder Clips (25mm; 12pcs/box)	P 100.00		
23.	5	Boxes	Metal Binder Clips (32mm; 12pcs/box)	P 200.00		
24.	5	Boxes	Metal Binder Clips (50mm; 12pcs/box)	P 250.00		
25.	5	Pieces	1 inch Double Sided Tape	P 250.00		
26.	5	Pieces	Packing; Size: 45mm x 7mm	P 200.00		
27.	1	Pieces	Glue (Big); 473ml	P 50.00		
Note: For the Accounting Office of the University.						

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EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

Total: _____
Brand & Model : _____
Delivery Period : _____
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After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

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Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date