



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telefax.: 062-992-4238
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 & Delivery of Various Office Supplies for OVP-RESEL**

Approved Budget Cost : **Php 9,730.00**

Purchase Request No.: **16-04-112**

Source of Funds: **NCCA**

Closing Date: **April 26, 2016**

Description:

1.	5	Ream	Bond Paper subs. 20 (A4)
2.	5	Ream	Bond Paper subs. 20 (short)
3.	1	Ream	Special Paper
4.	50	Piece	Manila Paper
5.	40	Piece	Notebook 90 leaves
6.	40	Piece	Ballpen
7.	5	Bottle	Refill Ink Epson L-120 Black
8.	3	Bottle	Refill Ink Epson L-120 Cyan
9.	3	Bottle	Refill Ink Epson L-120 Magenta
10.	3	Bottle	Refill Ink Epson L-120 Yellow
11.	40	Piece	ID Jacket
12.	40	Piece	ID Sling/Lace
13.	2	Pair	Scissors
14.	5	Piece	Permanent Marker
15.	10	Piece	Whiteboard Marker
16.	1	Piece	Eraser (whiteboard)
17.	10	Piece	CD with Case
18.	5	Box	Data File

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. Bid opening shall be on April 26, 2016 at 9:00 A.M. at BAC Office, Ground Floor Executive Building, WMSU, Zamboanga City, Philippines, 7000. Bids will be opened in the presence of the Bidders representatives who choose to attend at the address above. Late bids shall not be accepted.
4. Price validity shall be for a period of 120 calendar days.
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. 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.
7. 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.