



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
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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 and Materials for the Peace and Human Security Institute (PHSI)**

Approved Budget Cost : **Php. 48,850.00**

Purchase Request No.: **16-08-251**

Closing Date : **August 22, 2016**

Description:

1.	350	Piece	Ballpen - black
2.	350	Piece	Long Brown Expanded Envelop
3.	270	Piece	ID Tag and Holder
4.	64	Piece	Adhesive Paper (long white)
5.	270	Piece	Notebook (50 leaves)
6.	32	Box	Crayons (12pcs)
7.	7	Box	Pentel Pen (6pcs in a box)
8.	2	Box	Rentel Pen Flat (6 pcs in a box)
9.	51	Piece	Cartolina
10.	10	Reams	Bond Paper (short, substance 20)
11.	19	Piece	Metacards (5 colors assorted)
12.	33	Piece	Pencil
13.	6	Bottle	Bottle in Epson #673 - light cyan
14.	6	Bottle	Bottle in Epson #673 - light magenta
15.	4	Bottle	Bottle in Epson #664 - magenta
16.	4	Bottle	Bottle in Epson #664 - cyan
17.	4	Bottle	Bottle in Epson #664 - yellow
18.	6	Bottle	Bottle in Epson #664 - black
19.	5	Ream	Bond Paper (Long substance 20)
20.	60	Piece	Long Expanded Folder (white)
21.	60	Piece	Sign Pen (black)
22.	60	Piece	Sign Pen - red
23.	60	Piece	Sign Pen - Blue
24.	5	Bottle	Correction Fluid
25.	6	Piece	Correction Strips
26.	5	Box	Fastener (vinyl)
27.	5	Roll	Scotch tape 1/2 inch
28.	5	Box	Paper Clip (big color vinyl)
29.	5	Box	Paper Clip (small color vinyl)
30.	5	Piece	Toner (brother TN-2260)
31.	3	Piece	Glue (all-purpose, 300 grams)
32.	80	Piece	Notebook (40 leaves)

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.