



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 and Materials for the Zampen Native Chicken Program of the University**

Approved Budget Cost : **Php 5,000.00**

Purchase Request No.: **17-09-337**

Closing Date: **November 2, 2017**

Description:

1.	4	Pieces	Office Scissor, 9 inches length
2.	3	Pieces	Columnar Notebook, 24 columns
3.	4	Pieces	Record Book, 300 pages, size: 7" x 11"
4.	3	Pieces	Pencil Sharpener, plastic
5.	4	Pieces	Office Scissor, 7" length
6.	6	Pieces	Blade Cutter, 9mm width, medium
7.	4	Reams	Long Bond Paper (substance 20)
8.	4	Reams	Short Bond Paper (substance 20)
9.	2	Pieces	Wooden Meter Stick
10.	12	Pieces	Plastic Envelope, long
11.	24	Units	Folder Ordinary, long 14 points
12.	12	Pieces	Folder Ordinary, short 14 points
13.	6	Pieces	Masking Tape, 2: width, transparent
14.	4	Pieces	Floor Mop, medium, with garter
15.	6	Pieces	Colored Long Envelope with garter
16.	6	Packs	Special Paper
17.	6	Pieces	Clear Tape 1/2"

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.