



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telefax.: 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 PHSI**

Approved Budget Cost : **Php 50,080.00**

Purchase Request No.: **17-10-370**

Closing Date: **December 1, 2017**

Description:

1.	10	Boxes	Sign Pen - black
2.	10	Boxes	Sign Pen - blue
3.	10	Boxes	Sign Pen - red
4.	5	Reams	Bond Paper, A4 - subs. 20
5.	5	Reams	Bond Paper, Short - size: 8.5" x 11" - subs. 20
6.	5	Reams	Bond Paper, Legal - size: 8.5" x 14" - subs. 20
7.	10	Bottles	No. 664 Cyan for Epson L800
8.	10	Bottles	No. 664 Magenta for Epson L800
9.	10	Bottles	No. 664 Yellow for Epson L800
10.	10	Bottles	No. 673 Light Magenta for Epson L800
11.	10	Bottles	No. 673 Light Cyan for Epson L800
12.	50	Pieces	Notebook, 100 leaves
13.	6	Pieces	SD Card 16GB (for voice recorder)
14.	20	Pieces	Correction Tape, 6m x 5mm
15.	20	Boxes	Pencil no. 2
16.	20	Pieces	Portfolio, long with handle
17.	20	Rolls	Maskin Tape (2 inches)
18.	10	Rolls	Packaging Tape
19.	5	Rolls	Duct Tape
20.	10	Bottles	No. 664 Black for Epson L800

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.