



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 University Library**

Approved Budget Cost : **Php 37,010.00**

Purchase Request No.: **18-05-216-REBID**

Closing Date: **November 22, 2018**

Description:

1.)	50	Rolls	Clear Tape 2"
2.)	35	Reams	Book Paper, subs 20, short
3.)	40	Reams	Book Paper, subs 20, long
4.)	2	Packs	Sticker Paper, long
5.)	10	Rolls	Double Sided Tape 2"
6.)	50	Pieces	Glue, big, 120gms
7.)	15	Rolls	Plastic Cover Acetate, gauge 2.6
8.)	1	Ream	Colored Paper - assorted (500 pcs/ream)
9.)	4	Bottles	T664 CIS Ink (black)
10.)	4	Bottles	T664 CIS Ink (cyan)
11.)	4	Bottles	T664 CIS Ink (magenta)
12.)	4	Bottles	T664 CIS Ink (yellow)
13.)	20	Pieces	Correction Tape
14.)	25	Pieces	Ballpen Black - good quality
15.)	25	Pieces	Ballpen Blue - good quality
16.)	20	Packs	Battery Dry Cell AA - 2 pcs per pack
17.)	20	Bottles	Stamp Pad Ink, purple or violet, 50ml

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.