



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 WESMAARRDEC**

Approved Budget Cost : **Php 44,072.00**

Purchase Request No.: **19-11-425**

Closing Date: **January 30, 2020**

Description:

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| 1.) | 6 | Pieces | Arch Files |
| 2.) | 5 | Pieces | Blank CD |
| 3.) | 3 | Boxes | Ballpen (blue), 1 doz/box |
| 4.) | 3 | Boxes | Ballpen (black), 1 doz/box |
| 5.) | 15 | Reams | Bond Paper (A4), substance 20 |
| 6.) | 15 | Reams | Bond Paper (long), substance 20 |
| 7.) | 4 | Units | Calculator, 2-way power, 12 digit |
| 8.) | 2 | Boxes | Carbonless Continuous Form, 11 x 9 1/2, 3 ply |
| 9.) | 10 | Pieces | Correction Tape, size: 20 x 5mm |
| 10.) | 5 | Pieces | Document File |
| 11.) | 3 | Bottles | Epson L120 Printer Ink (black) |
| 12.) | 3 | Bottles | Epson L3110 Printer Ink (black) |
| 13.) | 20 | Pieces | Expanding Folder (long), green |
| 14.) | 1 | Unit | 1TB external Hard Drive |
| 15.) | 3 | Pieces | LX 310 Printer Ribbon |
| 16.) | 3 | Pieces | LQ2180 Printer Ribbon |
| 17.) | 6 | Pieces | Marker (highlighter), yellow |
| 18.) | 15 | Pieces | Ordinary Folder, white (L) |
| 19.) | 6 | Pieces | Paper Clip (big), metal coated |
| 20.) | 5 | Pieces | Paper Fastener (metal) |
| 21.) | 2 | Boxes | Pencil (no. 2) |
| 22.) | 7 | Pieces | Post-It/Sticky Note (3" x 4") |
| 23.) | 1 | Piece | 2 Holes Puncher |
| 24.) | 10 | Rolls | Clear Tape, 1" |
| 25.) | 5 | Boxes | Sign Pen, blue, 0.6, needle point, liquid gel |
| 26.) | 2 | Boxes | Sign Pen, black, 0.6, needle point, liquid gel |
| 27.) | 5 | Boxes | Staple Wire #10 |
| 28.) | 20 | Boxes | Staple Wire #35 |
| 29.) | 8 | Pieces | Stapler #35 |
| 30.) | 6 | Packs | Battery AA (2 pcs/pack) |
| 31.) | 6 | Packs | BATTERY AAA (2 pcs/pack) |
| 32.) | 5 | Packs | Battery 9 volt (1pc/pack) |

33.)	1	Set	Epson L6190 Printer Ink (black, magenta, cyan, yellow)
34.)	1	Set	Epson L3110 Printer Ink (black, magenta, cyan, yellow)
35.)	1	Unit	Router 4 Port, 300 mbps
36.)	6	Pieces	Flash Drive, 16GB
37.)	4	Pieces	USB Hub, 4 ports
38.)	3	Pieces	Wireless Mouse

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 are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Number, upon the submission of quotation.

Award of contract shall be made to the lowest calculated and responsive bid, which complies with the necessary description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative/s.

Submission of Quotation and eligibility documents is on or before 10:00 AM of January 30, 2020 at the BAC Office, Ground Floor Executive Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bacsecretariate@wmsu.edu.ph) or through facsimile at (062)991-7875.

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062)991-7875.