



## 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 115,830.00**

Purchase Request No.: **20-03-091**

Closing Date: **July 21, 2020**

Description:

- |      |    |         |  |
|------|----|---------|--|
| 1.)  | 15 | Reams   | Bondpaper - legal size                                       |
| 2.)  | 15 | Reams   | Bondpaper - A4 size  |
| 3.)  | 4  | Sets    | Epson L3110 - magenta, cyan, black, yellow                   |
| 4.)  | 4  | Sets    | HP Ink 415 - magenta, cyan, black, yellow                    |
| 5.)  | 4  | Sets    | Epson L6190 - magenta, cyan, black, yellow                   |
| 6.)  | 6  | Sets    | Epson L360 - magenta, cyan, black, yellow                    |
| 7.)  | 40 | Pieces  | Notebook - 40 leaves   |
| 8.)  | 4  | Boxes   | Ballpen - blue, 25 pcs/box                                   |
| 9.)  | 4  | Boxes   | Sign Pen - blue, 0.5, liquid gel, needle point, 1 dozen/box  |
| 10.) | 4  | Boxes   | Sign Pen - black, 0.5, liquid gel, needle point, 1 dozen/box |
| 11.) | 4  | Boxes   | Pencil - no. 2, 12 pieces/box                                |
| 12.) | 2  | Boxes   | Specialty Board Paper - white                                |
| 13.) | 60 | Pieces  | L-Folder Transparent - short                                 |
| 14.) | 2  | Packs   | PVC Binding Cover - A4 size, 100 pieces/pack                 |
| 15.) | 2  | Packs   | PVC Binding Cover - long size, 100 pieces/pack               |
| 16.) | 60 | Pieces  | Ordinary Folder - long, white                                |
| 17.) | 60 | Pieces  | Ordinary Folder - short, white                               |
| 18.) | 60 | Pieces  | Expanding Envelope - long, brown with rubber tie             |
| 19.) | 60 | Pieces  | Expanding Envelope - short, brown with rubber tie            |
| 20.) | 20 | Pieces  | Certificate Holder - blue, short                             |
| 21.) | 15 | Pieces  | Flash Drive - 16GB   |
| 22.) | 2  | Units   | External Hard Drive - 2TB                                    |
| 23.) | 16 | Packs   | Tissue Paper - 2 ply, 12 rolls/pack                          |
| 24.) | 4  | Boxes   | Whiteboard Marker - black, 12 pieces/box                     |
| 25.) | 4  | Boxes   | Whiteboard Marker - blue, 12 pieces/box                      |
| 26.) | 2  | Boxes   | Whiteboard Marker - red, 12 pieces/box                       |
| 27.) | 4  | Boxes   | Permanent Marking Pen - fine tip, color: black               |
| 28.) | 4  | Boxes   | Permanent Marking Pen - fine tip, color: blue                |
| 29.) | 20 | Pieces  | Correction Tape - size: 20 x 5mm                             |
| 30.) | 40 | Bottles | Ethyl Alcohol - 70%, 500ml/bottle spray                      |
| 31.) | 15 | Rolls   | Packaging Tape - 2" x 100m                                   |
| 32.) | 15 | Rolls   | Clear Tape - 1 inch  |

33.)	12	Pieces	2 Holes Puncher
34.)	15	Pieces	Sticky Notes (Sign Here)
35.)	18	Packs	Battery AA - 2 pieces/pack
36.)	18	Packs	Battery AAA - 2 pieces/pack
37.)	14	Pieces	Battery 9 volts
38.)	6	Pieces	Wireless Mouse
39.)	4	Units	AVR Ultra Servo - 1000W, with time delay, 220V
40.)	3	Pieces	Tape Dispenser - 1 inch tape
41.)	6	Pairs	Scissors - big, 8 inches
42.)	18	Rolls	double Sided Tape - 1 inch
43.)	2	Pieces	Gun Tucker
44.)	1	Unit	Calculator - 2 way power, 12 digit
45.)	3	Units	Universal Extension Wire with Individual Switches * 4 gang, 3-4 meters wiring cable, #18 AWG, 220V, 2200 watts
46.)	10	Pieces	Filling Box - plastic, color: blue
47.)	4	Pieces	Document Tray Metal - 3 layers
48.)	8	Pieces	Spiral Ring - 1 inch
49.)	8	Pieces	Spiral Ring - 2 inches
50.)	6	Pieces	Portfolio Folder - 20 pockets/folder
51.)	6	Boxes	Paper Clip - small, metal coated
52.)	6	Boxes	Paper Clip - big, metal coated
53.)	6	Boxes	Paper Fastener - metal coated
54.)	6	Pieces	Disinfectant Spray - at least 500ml capacity

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 **July 21, 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.