



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 Research Project of the University**

Approved Budget Cost : **Php 16,355.00**

Purchase Request No.: **21-05-146**

Closing Date: **July 13, 2021**

Description:

1.)	6 Pieces	Printer Ink for Epson L360 - black T664
2.)	3 Pieces	Printer Ink Epson L360 - Cyan T664
3.)	3 Pieces	Printer Ink Epson L360 - Yellow T664
4.)	3 Pieces	Printer Ink for EPSON L360 - Magenta T664
5.)	16 Reams	Bond Paper - A4, 70gsm
6.)	15 Reams	Bond Paper - long, substance 20
7.)	25 Pieces	Expandable Envelope Short, garterized
8.)	27 Pieces	Expandable Envelope Long, garterized
9.)	25 Pieces	Folder Short Ordinary
10.)	25 Pieces	Folder Long Expandable
11.)	2 Boxes	Ballpen black
12.)	2 Boxes	Ballpen Blue
13.)	2 boxes	Pencil #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 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 13, 2021 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.