



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 Nicer Project of the University**

Approved Budget Cost : **Php 121,205.00**

Purchase Request No.: **21-05-157**

Closing Date: **July 13, 2021**

Description:

- | | | | |
|------|----|--------|---|
| 1.) | 20 | Reams | Bond Paper - long, subs. 20 |
| 2.) | 20 | Reams | Bond Paper - short, subs. 20 |
| 3.) | 10 | Pieces | Filling Box - long H-9 1/2" x W-5" x L-16" |
| 4.) | 20 | Pieces | Expandable Envelope Garterized Assorted Color - long |
| 5.) | 6 | Pieces | Stapler with Remover
* #10 - 3 boxes; #35 - 3 boxes |
| 6.) | 6 | Boxes | Staple Wire
* #10 - 3 boxes; #35 - 3 boxes |
| 7.) | 6 | Pieces | Puncher with 2 Holes |
| 8.) | 6 | Boxes | Paper Clip Colored
* Small- 2 boxes; Medium-2 boxes; Large-2 boxes |
| 9.) | 15 | Pieces | Brown Envelope - long |
| 10.) | 15 | Pieces | Folder Plastic with Slider - blue color |
| 11.) | 10 | Pieces | Sign Pen (black-5 pieces; blue-5 pieces) |
| 12.) | 4 | Pieces | Permanent Marker - black; 12pcs/box |
| 13.) | 2 | Boxes | Special Paper Short for Certificates - cream, 500 pieces/box |
| 14.) | 2 | Boxes | Special Paper Colored for Certificates - short |
| 15.) | 10 | Rolls | Masking Tape (1/2 - 5 rolls, 1 inch - 5 rolls) |
| 16.) | 20 | Rolls | Packaging Tape - 3 inches |
| 17.) | 5 | Boxes | Pencil
* #2 - 3 boxes
* #1 - 2 boxes
* 12 pcs/box |
| 18.) | 5 | Pieces | Glue Big |
| 19.) | 2 | Boxes | Ballpen - black, good quality, 100pcs/box |
| 20.) | 6 | Pieces | Scissors - medium, 6" |
| 21.) | 10 | Pieces | Marker (for PILOT) Pen Refiller - black |
| 22.) | 4 | Sets | Computer Ink (for Epson)
* T6641, T6642, T6643, T6644 |

			* Cyan, Magenta, Black, Yellow
23.)	5	Bottles	Marker Pen Ink (for Pilot)
24.)	15	Pieces	Official Record Book - 500 leaves
25.)	15	Pieces	Official Record Book - 300 leaves
26.)	1	Piece	Calculator Scientific
27.)	4	Pieces	Electronic Calculator - 12 digits
28.)	2	Pieces	Automatic Tally Counter - handheld
29.)	4	Boxes	White Board Marker - 12 pcs/pack
30.)	2	Packs	White Board Marker Eraser - 12 pcs/pack
31.)	2	Units	3-in-1 Multifunction Printer
			* Scan, Print, Copy
			* Continuous Ink System (CIS)
32.)	2	Pieces	USB 32 GB
33.)	2	Pieces	USB 64 GB
34.)	10	Pieces	Soft Broom (Walis Tambo)
35.)	20	Pieces	Broom Stick (Walis Tingting)
36.)	20	Kilograms	Detergent Powder - All Purpose
37.)	20	Pieces	Bath Soap - 90 grams
38.)	20	Bottles	Dishwashing Liquid - 1 liter per bottle
39.)	10	Packs	Cotton - 300 grams per pack
40.)	10	Gallons	Alcohol - Isopropyl 70%, 4 liters/gallon
41.)	20	Bottles	Alcohol - Isopropyl 70%, 500 ml per bottle
42.)	10	Bottles	Povidone Antiseptic Iodine Solution
			* 250 ml per bottle
43.)	2	Gallons	Povidone Antiseptic Iodine Solution
			* 4 liter per gallon
44.)	20	Grams	Cotton Balls
45.)	20	Rolls	Tissue - 2 ply
46.)	4	Pails	Chlorine Powder - 40kg per pail

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, PhilGEPS Registration and Omnibus Sworn Statement, 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.