



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE FOR GOODS**  
Normal Road, Baliwasan Zamboanga City  
Telefax.: 062-991-1771 loc 1003  
[www.wmsu.edu.ph](http://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: **Procurement of Various Supplies and Equipment for the Resel/Research of the University**

Approved Budget Cost: **PHP 80,000.00**

Purchase Request No.: **PR 24-11-551**

Closing Date: **November 27, 2024 9:30 AM**

Description:

- 1.) One (1) unit of Wireless & Router  
300mbps interface 4 10/100mbps
- 2.) One (1) pc of External Drive, 1TB
- 3.) Ten (10) pcs of Scissors, 8"
- 4.) Ten (10) box of Staple Wire #10
- 5.) One (1) unit of A3 Printer  
Specification:
  - Eco tank wide format all in one printer
  - can scan paper sizes include legal and folio
  - print documents up to A3+
  - print speed up to 17.0 ipm
  - include 2-3 sets Ink (for refill)
- 6.) One (1) unit of Digital Camera with Video Camcorder
- 7.) Twenty (20) reams of Bondpaper, A4 size, 70gsm, sub.20
- 8.) Twenty (20) reams of Bondpaper, Legal size, 70gsm, sub.20
- 9.) One (1) pc of Voice Recorder  
Specification:  
Digital, with built-in USB and Intelligent noise cut

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.

Pursuant to Annex "H" documentary requirements interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration and other relevant documents (if necessary), 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.



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Submission of Quotation and eligibility documents is on or before November 27, 2024 9:30 AM at the BAC Office, 2nd Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bac@wmsu.edu.ph) or through facsimile at (062) 991-1771 loc 1003  
For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003

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.

# REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: **24-11-551**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than NOV 27 2024 at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

*[Signature]*  
**JOSE LITO D. MADROÑAL, DPA**  
BAC Chairperson for GOODS

- NOTE:**
- 1 ALL ENTRIES MUST BE TYPEWRITTEN
  - 2 DELIVERY PERIOD \_\_\_\_\_ CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER.
  - 3 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
  - 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
  - 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
  - 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	1	unit	<b>Wireless &amp; Router</b> 300mbps interface 4 10/100mbps. 3,550.00/unit.	<b>P3,550.00</b>		
2.	1	pc	<b>External Drive, 1TB.</b> 3,500.00/pc.	<b>P3,500.00</b>		
3.	10	pcs	<b>Scissors, 8".</b> 85.00/pcs.	<b>P850.00</b>		
4.	10	box	<b>Staple Wire #10.</b> 30.00/box.	<b>P300.00</b>		
5.	1	unit	<b>A3 Printer</b> Specification: -Eco tank wide format all in one printer -can scan paper sizes include legal and folio -print documents up to A3+ -print speed up to 17.0 ipm -include 2-3 sets Ink (for refill) . 42,000.00/unit.	<b>P42,000.00</b>		
6.	1	unit	<b>Digital Camera with Video Camcorder.</b> 13,000.00/unit.	<b>P13,000.00</b>		
7.	20	reams	<b>Bondpaper, A4 size, 70gsm, sub.20.</b> 250.00/reams.	<b>P5,000.00</b>		
8.	20	reams	<b>Bondpaper, Legal size, 70gsm, sub.20.</b> 300.00/reams.	<b>P6,000.00</b>		
9.	1	pc	<b>Voice Recorder</b> Specification: Digital, with built-in USB and Intelligent noise cut. 5,800.00/pc.	<b>P5,800.00</b>		
<b>For the RESEL/RESEARCH of the University</b>						

Total: \_\_\_\_\_

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EPS Reference Number : \_\_\_\_\_  
 EPS Solicitation Number : \_\_\_\_\_  
 EPS Closing Date : \_\_\_\_\_

Brand & Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

**PhilGEPS Certificate No.:** \_\_\_\_\_

**Certificate Reference No.:** \_\_\_\_\_

*[Signature]*