



INVITATION TO BID

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 Copier Machine for the Scholarship Office**
Approved Budget Cost: **Php 45,000.00**
Purchase Request No.: **PR 26-05-218 Rebid**
Closing Date: **August 14, 2026 9:30 AM**

2.	1	unit	COPIER MACHINE · Network Printer, Scanner & Fax · Copy and print up to 40 pages per minute · Double sided print and copy · Dual scan document processor · At least one cassette tray for 250 sheets each · At least one bypass tray for 100 sheets · Maximum paper size: Legal Size (8.5" x 14") · Memory: 512 MB · Print from and scan to USB Flash drive · Capable to set password · Extra One Toner cartridge · Free after Sales Service · 45,000.00/unit.
			NOTE: Scholarship Office

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. 12009 (New Government Procurement Reform Act) and its Implementing Rules and Regulations.

In compliance with RA 12009 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 LCRB, MEARB, MARB or HRRB, SCRB, as the case maybe, 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 **August 14, 2026 9:30 AM** at the Procurement Office, Ground Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually or email (bac@wmsu.edu.ph).

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1002

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. by lot, if warranted.



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
 Normal Road, Baliwasan, Zamboanga City 7000



REQUEST FOR QUOTATION

Quotation No.: _____

PR-26-05-218 (REBID)

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 **AUG 14 2026** at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
 BAC Chairperson for GOODS

NOTE:

- 1 SUPPLIERS SHALL SUBMIT THEIR REQUEST FOR QUOTATION (RFQ) **DULY SIGNED IN A SEALED MAIL/BROWN ENVELOPE**
- 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
- 7 For ABCs above **Php50,000.00**, you are **REQUIRED** to **SUBMIT Omnibus Sworn Statement (OSS)** upon Award.

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
2.	1	unit	COPIER MACHINE • Network Printer, Scanner & Fax • Copy and print up to 40 pages per minute • Double sided print and copy • Dual scan document processor • At least one cassette tray for 250 sheets each • At least one bypass tray for 100 sheets • Maximum paper size: Legal Size (8.5" x 14") • Memory: 512 MB • Print from and scan to USB Flash drive • Capable to set password • Extra One Toner cartridge • Free after Sales Service • 45,000.00/unit.	P45,000.00		
			NOTE: Scholarship Office			

Total: _____

1 of 1

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.: _____

REY ESPIRITUSANTO

Canvasser

DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature