



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 Equipment for the Legal Office of the University**

Approved Budget Cost: **Php 103,500.00**

Purchase Request No.: **PR 23-05-286**

Closing Date: **November 28, 2023 @ 9:30 AM**

Description:

1. One (1) unit of DIGITAL COPIER

SPECIFICATION:

- * NETWORK PRINTER, SCANNER AND FAX
- * COPY AND PRINT UP TO 40 PAGES PER MINUTE
- * DOUBLE SIDED PRINT AND COPY
- * AT LEAST ON CASSETTE TRAY FOR 250 SHEET EACH
- * AT LEAST ONE BYPASS TRAY FOR 100 SHEETS
- * MAXIMUM PAPER SIZE: LEGAL SIZE (8.5" x 14")
- * ENLARGE TO 400%
- * PRINT FORM ANS SCAN TO USB FLASH DRIVE
- * CAPABLE TO SET PASSWORD
- * EXTRA ONE TONER CARTRIDGE
- * FREE AFTER SALES SERVICE

2. One (1) unit of 3 IN 1 MULTIFUNCTION PRINTER

SPECIFICATION:

- FUNCTION: PRINT, SCAN, COPY**
- CONNECTIVITY: WI-FI**
- CONTINUOUS INK SUPPLY SYSTEM**

3. Two (2) units of JUNIOR EXECUTIVE CHAIR

SPECIFICATION:

- GAS LIFT**
- HIGH BACK WITH ARM REST**
- STEEL STAND**

4. Three (3) units of OFFICE TABLE (FOR FABRICATION)

SPECIFICATION:

- WITH 1/4" GLASS TOP
- SIZE: 24" x 36" x 30"H
- WITH 1 CENTER DRAWER & 3 SIDE DRAWERS (RIGHT)
- WITH LOCK AND WOODEN TYPE

5. One (1) unit of STAND FAN

- 16"
- PLASTIC BLADE**

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, 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 **November 28, 2023** at the BAC Office, 2nd Floor, Admin 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

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: **23-05-286**

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 28 2023** 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 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE 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	DIGITAL COPIER SPECIFICATION: * NETWORK PRINTER, SCANNER and FAX * COPY AND PRINT UP TO 40 PAGES PER MINUTE * DOUBLE SIDED PRINT and COPY * AT LEAST ON CASSETTE TRAY FOR 250 SHEET EACH * AT LEAST ONE BYPASS TRAY FOR 100 SHEETS * MAXIMUM PAPER SIZE: LEGAL SIZE (8.5" x 14") * ENLARGE TO 400% * PRINT FORM ANS SCAN TO USB FLASH DRIVE * CAPABLE TO SET PASSWORD * EXTRA ONE TONER CARTRIDGE * FREE AFTER SALES SERVICE	₱ 58,000.00		
2.	1	Unit	3 IN 1 MULTIFUNCTION PRINTER SPECIFICATION: FUNCTION: PRINT, SCAN, COPY CONNECTIVITY: WI-FI CONTINUOUS INK SUPPLY SYSTEM	₱ 14,500.00		
3.	2	Units	JUNIOR EXECUTIVE CHAIR SPECIFICATION: GAS LIFT HIGH BACK WITH ARM REST STEEL STAND	₱ 10,000.00		
4.	3	Units	OFFICE TABLE (FOR FABRICATION) SPECIFICATION: - WITH 1/4" GLASS TOP - SIZE: 24" x 36" x 30"H - WITH 1 CENTER DRAWER & 3 SIDE DRAWERS (RIGHT) - with LOCK and WOODEN TYPE	₱ 18,000.00		
5.	1	Unit	STAND FAN - 16" PLASTIC BLADE	₱ 3,000.00		
			<i>Note: for the Legal Office</i>			

EPS Reference Number : _____
EPS Solicitation Number : _____
EPS Closing Date : _____

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Total: _____
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 / JORGE CONCEPCION / RALPH JUDE LLACUÑA
Cavasser

Printed Name/Signature

Tel .No./Cellphone #

Date