



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Zamboanga City  
Telephone No.: 062-991-7875  
[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: **Supply and Delivery of Various Supplies and Materials for the Affiliated Renewable Energy Center (AREC) of the University**

Approved Budget Cost: **Php 136,720.00**

Purchase Request No.: **PR: 23-07-370**

Closing Date: **October 18, 2023 @ 9:30 AM**

Description:

1. **Three Hundred Forty (340) pieces – Training kit envelope (A4 transparent expandable envelope)**
2. **Three Hundred Forty (340) pieces – Sign Pen, gel pen, 0.5mm, blue ink**
3. **Three Hundred Forty (340) pieces – ID tags (9cm x 11.5 cm landscape plastic ID case with landyard)**
4. **Three Hundred Forty (340) pieces – Small notepads, memo pads, pocket size, spiral, assorted color, size 3 x 5", 60 sheets**
5. **Sixteen (16) packs – Special Paper for Program / Flyers / invitation (8" x 13" double sided glossy 135gsm) 20 sheets/pack**
6. **Sixteen (16) packs – Special Paper for Certificate (A4 cloth texture 210 gsm) 20 sheets/pack**
7. **One (1) piece – Wi-Fi Router; Wireless: 1201Mbps (5 GHz, 11ax) + 300 Mbps; Hardware: 1.5GHz Triple-Core CPU**
8. **Eight (8) pieces – Computer ink (Epson Printer L3210) 1 set (Black, Cyan, Magenta, Yellow)**
9. **Eight (8) pieces – Roll Up banner stand 2.66 ft x 6.5 ft retractable roll up /pull up banner stand (alloy)**
10. **Forty (40) pieces – Tote bag / Eco bag (12 x 14 inches, canvas material plain, dirty white color, no pockets)**
11. **Twenty (20) pieces – Reflective car stickers (A4 Size Inkjet Printable Vinyl Sticker Paper Hologram Glossy Matte Transparent Clear Paper 20 sheets)**
12. **Twenty (20) packs – Sticker paper A4 Printable Glossy Waterproof**
13. **Three Hundred (100) pieces – Round hand fans, blank, printable for sublimation, foldable hand fans with pouch, assorted color rims**
14. **One (1) piece – External harddrive 1TB**
15. **One (1) unit – Digital Voice Recorder**  
Specification:
  - USB direct connection
  - Memory: at least 4GB (Expandable to 32GB microSD)
  - with built-in microphone
  - with noise cancellation
  - Interface: USB, Stereo Mic-in Jack, Stereo Earphone Jack
  - AAA Battery. 4,500.00/unit. Total of 4,500.00
16. **One (1) set – Wireless Dual Handheld Microphone with receiver**

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 **October 18, 2023** at the BAC Office, 2<sup>nd</sup> Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email ([bacsecretariate@wmsu.edu.ph](mailto: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.: **23-07-370**

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 **OCT 18 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.	340	Pieces	Training kit envelope (A4 transparent expandable envelope)	₱ 51,000.00		
2.	340	Pieces	Sign Pen, gel pen, 0.5mm, blue ink	₱ 17,000.00		
3.	340	Pieces	ID tags (9cm x 11.5 cm landscape plastic ID case with lanyard)	₱ 5,100.00		
4.	340	Pieces	Small notepads, memo pads, pocket size, spiral, assorted color, size 3 x 5', 60 sheets	₱ 11,900.00		
5.	16	Packs	Special Paper for Program / Flyers / invitation (8" x 13" double sided glossy 135gsm) 20 sheets/pack	₱ 2,400.00		
6.	16	Packs	Special Paper for Certificate (A4 cloth texture 210 gsm) 20 sheets/pack	₱ 1,920.00		

EPS Reference Number : \_\_\_\_\_

PAGE 1 of 3

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

EPS Solicitation Number : \_\_\_\_\_

Brand & Model : \_\_\_\_\_

EPS Closing Date : \_\_\_\_\_

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**  
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
7.	1	Piece	Wi-Fi Router; Wireless: 1201Mbps (5 GHz, 11ax) + 300 Mbps; Hardware: 1.5GHz Triple-Core CPU.	₱ 1,500.00		
8.	8	Pieces	Computer ink (Epson Printer L3210) 1 set (Black, Cyan, Magenta, Yellow)	₱ 8,000.00		
9.	8	Pieces	Roll Up banner stand 2.66 ft x 6.5 ft retractable roll up /pull up banner stand (alloy)	₱ 8,000.00		
10.	40	Pieces	Tote bag / Eco bag (12 x 14 inches, canvas material plain, dirty white color, no pockets)	₱ 8,000.00		
11.	20	Pieces	Reflective car stickers (A4 Size Inkjet Printable Vinyl Sticker Paper Hologram Glossy Matte Transparent Clear Paper 20 sheets)	₱ 4,400.00		
12.	20	Packs	Sticker paper A4 Printable Glossy Waterproof	₱ 4,000.00		

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PAGE 2 of 3

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Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
13.	100	Pieces	Round hand fans, blank, printable for sublimation, foldable hand fans with pouch, assorted color rims	₱ 2,500.00		
14.	1	Piece	External hardrive 1TB	₱ 3,500.00		
15.	1	Units	Digital Voice Recorder Specification: * USB direct connection * Memory: at least 4GB (Expandable to 32GB microSD) * with Built-in microphone * with noise cancellation * Interface: USB, Stereo Mic-in Jack, Stereo Earphone Jack * AAA Battery	₱ 4,500.00		
16.	1	Sets	One (1) Set Wireless Dual Handheld Microphone with receiver	₱ 3,000.00		
			<i>Note: For the AREC</i>			

EPS Reference Number : \_\_\_\_\_

PAGE 3 OF 3

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

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