



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 Digital Copier for the Human Resource Management Office (HRMO) of the University**

Approved Budget Cost: **Php 60,000.00**

Purchase Request No.: **PR 23-08-405**

Closing Date: **December 20, 2023 @ 10:00 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
- DUAL SCAN DOCUMENT PROCESSOR
- AT LEAST ON CASSETTE TRAY FOR 250 SHEETS EACH
- AT LEAST ONE BYPASS TRAY FOR 100 SHEETS
- MAXIMUM PAPER SIZE: LEGAL SIZE (8.5" x 14")
- ENLARGE TO 400%
- PRINT FROM AND SCAN TO USB FLASH DRIVE
- CAPABLE TO SET PASSWORD
- EXTRA ONE TONER CARTRIDGE
- FREE AFTER-SALES SERVICE

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 **December 20, 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.: **23-08-405**

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 DEC 20 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: <ul style="list-style-type: none"> • Network Printer Scanner and Fax • Copy and print up to 40 pages per minute • Double-sided print and copy • Dual scan document processor • At least on cassette tray for 250 sheets each • Maximum paper size: legal size (8.5" x 14") • Enlarge to 400% • Print from and scan to USB flash drive • Capable to set password • Extra one toner cartridge • Free after-sales service 	P 60,000.00		
			<i>Note: For the HRMO</i>			

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

PAGE 1 of 1

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
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date