



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 Customized Mouse Pad and Polo Shirt for the WESMAARRDEC of the University**

Approved Budget Cost: **Php 26,250.00**

Purchase Request No.: **PR 23-10-504**

Closing Date: **November 22, 2023 @ 9:30 AM**

Description:

1. Thirty – Five (35) pieces of CUSTOMIZED MOUSE PAD with EXCEL SHORTCUT KEYS DESIGN

Specifications

color: black

size: 8 x 10 inches

thickness: 5 mm

sublimation printing

materials: (please see attached sample)

2. Thirty – Five (35) pieces of POLO SHIRT with WESMAARRDEC LOGO

Specifications:

material: cotton honeycomb mesh

color: mustard yellow

Logo: embroidered (width: 3 inches; maintain proportion)

ICT Cluster Text: embroidered

font type: times new roman

height: 0.75 inches

width: 3 inches

color: black

maintain proportion

Sizes:

2XL - 2pcs

Extra Large - 5 pcs

Large - 10 pcs

Medium - 10 pcs

Small - 8pcs

Please see attached sample

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 22, 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.: 23-10-504

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 22 2023 at 9:30 A.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

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

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	35	Pieces	CUSTOMIZED MOUSE PAD with EXCEL SHORTCUT KEYS DESIGN Specifications color: black size: 8 x 10 inches thickness: 5 mm sublimation printing materials: (please see attached sample)	₱ 25,000.00		
2.	35	Pieces	POLO SHORT with WESMAARRDEC LOGO Specifications: material: cotton honeycomb mesh color: mustard yellow Logo: embroidered (width: 3 inches; maintain proportion) ICT Cluster Text: embroidered font type: times new roman height: 0.75 inches; width: 3 inches color: black; maintain proportion Sizes: 2XL - 2pcs Extra Large - 5 pcs Large - 10 pcs Medium - 10 pcs Small - 8pcs Please see attached sample	₱ 21,000.00		
			<i>Note: For the WESMAARRDEC</i>			

EPS Reference Number : _____

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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