



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 Multi – Function Colored Copier for the University Press of the University**

Approved Budget Cost: **Php 515,000.00**

Purchase Request No.: **PR 24-03-084**

Closing Date: **April 16, 2024 @ 9:30 AM**

Description:

1. **One (1) unit of Multi-function Colored Copier**

**Specifications:**

**Type: Multi-function colored copier**

**Functions: Printing, copying, scanning**

**Copy resolution: 600 x 600 dpi or better**

**Print resolution: 1,800 x 600 dpi**

**Scan Resolution: 600 x 600 dpi or better**

**Print speed: Up to 45 ppm**

**Scan speed: up to 100/100 ipm (simplex)/ up to 200/200 imp (duplex)**

**Imaging technology: Laser**

**Document feeder: Automatic Document Feeder (ADF)**

**Automatic Duplex Printing**

**Interface: USB, WiFi, Ethernet**

**Standard Paper Tray Input up to 500 sheets**

**Bypass: up to 150 sheets**

**Connectivity: USB, Ethernet, Wi-Fi,**

**Display: Touchscreen**

**System Memory: At least 8 GB**

**System Storage: At least 256 GB**

**Printable Paper Size: A6-SRA3; Banner: 1,200 x 297 mm**

**With the following inclusion:**

**Parts Warranty: At least 1 year**

**Service Warranty: Lifetime free service**

**With 3KVA AVR**

**With free consumables such as toner, drum starter, and spare parts needed for maintenance and repairs and technical support**

**Also: To include the total care package program and with available local service centers and supplier**

**NOTE: BIDDERS FROM ZAMBOANGA CITY AREA ONLY**

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 **April 16, 2024** 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) 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.: **24-03-084**

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 APR 16 2024 at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

**JOSE LITO 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	Multi-function Colored Copier Specifications: Type: Multi-function colored copier Functions: Printing, copying, scanning Copy resolution: 600 x 600 dpi or better Print resolution: 1,800 x 600 dpi Scan Resolution: 600 x 600 dpi or better Print speed: Up to 45 ppm Scan speed: up to 100/100 ipm (simplex)/ up to 200/200 imp (duplex) Imaging technology: Laser Document feeder: Automatic Document Feeder (ADF) Automatic Duplex Printing Interface: USB, WiFi, Ethernet Standard Paper Tray Input up to 500 sheets Bypass: up to 150 sheets Connectivity: USB, Ethernet, Wi-Fi, Display: Touchscreen System Memory: At least 8 GB	₱ 515,000.00		

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**  
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
1.			System Storage: At least 256 GB Printable Paper Size: A6-SRA3; Banner: 1,200 x 297 mm  With the following inclusion: Parts Warranty: At least 1 year Service Warranty: Lifetime free service With 3KVA AVR With free consumables such as toner, drum starter, and spare parts needed for maintenance and repairs and technical support Also: To include the total care package program and with available local service centers and supplier			
			<i>Note: for the UPRESS</i>			

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

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PAGE 2 Of 2

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Printed Name/Signature

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\_\_\_\_\_  
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