



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: **Procurement of Signage's for the University**
Approved Budget Cost: **Php 225,000.00**
Purchase Request No.: **PR 24-03-136**
Closing Date: **May 28, 2024 @ 9:30 AM**
Description:

1. Fifty (50) pieces of TARPAULIN with FRAME

Specification:

- 4 x 8 ft
- tarp thickness: 10 oz.
- wood moulding frame 2" width, 1/2" thickness
- font size: 5mm lowercase, 15mm uppercase
- font type: Times New Roman bold
- with free installation

A. Tarpaulin printing of Citizen's Charter for the following Offices:

1. Accounting Office
2. Admission Office
3. Assessment Office
4. Cashier's Office
5. Dormitory
6. Food Services
7. Guidance and Counselling Center
8. Human Resource Management Office
9. Library
10. Management and Information System Office
11. Supply & Property Management Office
12. Records and Archives Office
13. Registrar Office
14. Scholarship Office
15. Student Affairs Office
16. Testing and Evaluation Center (TEC)
17. University Health Services Center
18. University Press
19. Procurement Office
20. Garment Shop
21. Center for Continuing Education

B. Tarpaulin printing of Enrollment Process for the following Colleges:

1. College of Agriculture
2. College of Architecture
3. College of Asian and Islamic Studies
4. College of Engineering
5. College of Computing Studies
6. College of Criminal Justice Education
7. College of Forestry and Environmental Studies
8. College of Home Economics
9. College of Liberal Arts
10. College of Nursing
11. College of Medicine
12. College of Public Administration and Development Studies
13. College of Science and Mathematics
14. College of Social Work and Community Development
15. College of Sports Science and Physical Education

**16.College of Teacher Education
17.College of Law
WITH DELIVERY AND INSTALLATION**

ESU Campus (DELIVERY ONLY)

- 1. Alicia**
- 2. Diplahan**
- 3. Imelda**
- 4. Ipil**
- 5. Mabuhay**
- 6. Malangas**
- 7. Molave**
- 8. Naga**
- 9. Olutanga**
- 10. Pagadian**
- 11. Siay**
- 12. Tungawan**

Note:

Winning Bidder must submit a sample of the signages and Citizen's Charter

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 **May 28, 2024** 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

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Western Mindanao State University

Quotation No.: _____

PR No.: **24-03-136**

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 MAY 28 2024 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 **35** 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.	50	Pcs	<p>TARPAULIN with FRAME</p> <p><i>Specification:</i></p> <ul style="list-style-type: none"> -4 x 8 ft -tarp thickness: 10 oz. -wood moulding frame 2" width, 1/2" thickness -font size: 5mm lowercase, 15mm uppercase -font type: Times New Roman bold -with free installation <p><i>A. Tarpaulin printing of Citizen's Charter for the following Offices:</i></p> <ol style="list-style-type: none"> 1.Accounting Office 2.Admission Office 3.Assessment Office 4.Cashier's Office 5.Dormitory 6.Food Services 7.Guidance and Counselling Center 8.Human Resource Management Office 9.Library 10.Management and Information System Office 11.Supply & Property Management Office 12.Records and Archives Office 13.Registrar Office 14.Scholarship Office 15.Student Affairs Office 16.Testing and Evaluation Center (TEC) 17.University Health Services Center 18.University Press 	Php.225,000.00		

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

PAGE 1 of 3

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 /DANNI VILLAREAL
Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

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		<p>4. <i>Ipil</i></p> <p>5. <i>Mabuhay</i></p> <p>6. <i>Malangas</i></p> <p>7. <i>Molave</i></p> <p>8. <i>Naga</i></p> <p>9. <i>Olutanga</i></p> <p>10. <i>Pagadian</i></p> <p>11. <i>Siaty</i></p> <p>12. <i>Tungawan</i></p> <p><i>Note:</i> <i>Winning Bidder must submit a sample of the signages and Citizen's Charter</i></p>			
		<p><i>Note: for the Administration</i></p>			

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