



## 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 Office Furniture for ZAMPEN Native Chicken – Establishment of Halal Dressing Plant of the University**

Approved Budget Cost: **Php 28,600.00**

Purchase Request No.: **PR 24-03-144**

Closing Date: **May 22, 2024 @ 9:30 AM**

Description:

**1. One (1) piece of TABLE**

**Specification:**

**freestanding table, laminated computer desk**

**office table; writing desk, managers table;**

**lockable cabinet/drawer: W-120 x D-60 X H-75cm**

**Material wood, MDF laminated; with 4 drawers, color dark gray**

**2. Three (3) pieces of CHAIR**

**Specification:**

**plastic monoblock; color white**

**3. One (1) piece of STEEL CABINET**

**Specification:**

**storage cabinet; glass sliding door with at least 5 adjustable shelves with lock;**

**material steel sheet; size(HWD) 1850 x 900 x 400mm; color dark gray**

**4. One (1) piece of JUNIOR EXECUTIVE CHAIR**

**Specification:**

**Material polypropylene product; dimension(DWH) 54.3 x 54.3 x 96.2, color black,**

**medium size, back style mesh net adjustable lumbar with armrest; gas lift;**

**adjustable seat height; wheels; height 18 inches; base material; metal**

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 22, 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](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.: **24-03-144**

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 22 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 **30** 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	pc	<b>TABLE</b> Specification: freestanding table, laminated computer desk office table; writing desk, managers table; lockable cabinet/drawer: W-120 x D-60 X H-75cm Material wood, MDF laminated; with 4 drawers, color dark gray	P 5,000.00		
2.	3	pcs	<b>CHAIR</b> Specification: plastic monoblock; color white	P 2,400.00		
3.	1	pc	<b>STEEL CABINET</b> Specification: storage cabinet; glass sliding door with at least 5 adjustable shelves with lock; material steel sheet; size(HWD) 1850 x 900 x 400mm; color dark gray.	P 16,000.00		
4.	1	pc	<b>JUNIOR EXECUTIVE CHAIR</b> Specification: Material polypropylene product; dimension(DWH) 54.3 x 54.3 x 96.2, color black, medium size, back style mesh net adjustable lumbar with armrest; gas lift; adjustable seat height; wheels; height 18 inches; base material; metal.	P 5,200.00		
			<i>Note: for the Zampen Native Chicken – Halal Dressing Plant</i>			

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

EPS Reference Number : \_\_\_\_\_  
 EPS Solicitation Number : \_\_\_\_\_  
 EPS Closing Date : \_\_\_\_\_

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