



## 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 Various IT Equipment for the RPDU of the University**

Approved Budget Cost: **Php 60,200.00**

Purchase Request No.: **PR 24-03-150**

Closing Date: **May 21, 2024 @ 9:30 AM**

Description:

1. **One (1) unit of External Hardrive**  
**Specifications:**
  - 1TB Storage Capacity
  - USB 3.1 Interface
  - Bus-Powered Design
  
2. **One (1) unit of External Hardrive**  
**Specifications:**
  - 2TB Storage Capacity
  - USB 3.1 Interface
  - Bus-Powered Design
  
3. **One (1) unit of 3-IN-1 MULTIFUNCTION PRINTER**  
**Specifications:**  
**Function: Print, Scan, Copy**  
**Continuous Ink Supply System**
  
4. **One (1) unit of Printer**  
**Specifications:**  
**Print Method: on-demand inkjet, Maximum Print Resolution: 720 x 720 dp, ISO 24734, A4 Simplex (Black/Color): Up to 8.5ipm/4.4ipm**
  
5. **Two (2) unit of Audio Recorder**  
**Specifications:**  
**4 gb internal memory, expandable to 32gb w/sd input and output terminals: Hi speed USB (input) stero mic-injack (output) stereo earphone jack, weight: 74g (2.7oz)**
  
6. **One (1) unit of Printer**  
**Specifications:**  
**Multi function (Print Scan, Copy) Eco-Tank Printer, A4 Wifi, with Auto-Duplex Print function, All in One Ink Tank**  
**Print speeds up to 15.5ipm for black and 8.5ipm for colour**  
**Ethernet and Wifi- Direct**  
**Borderless printing up to A4 size**

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 21, 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

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Western Mindanao State University

Quotation No.: \_\_\_\_\_

PR No.: **24-03-150**

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 21 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 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

em. No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	1	Unit	<b>External Hardrive</b> Specifications: -1TB Storage Capacity -USB 3.1 Interface -Bus-Powered Design	P 3,600.00		
2.	1	Unit	<b>External Hardrive</b> Specifications: -2TB Storage Capacity -USB 3.1 Interface -Bus-Powered Design	P 5,000.00		
3.	1	Unit	<b>3-IN-1 MULTIFUNCTION PRINTER</b> Specifications: Function: Print, Scan, Copy Continuous Ink Supply System	P 12,000.00		
4.	1	Unit	<b>Printer</b> Specifications: Print Method: on-demand inkjet, Maximum Print Resolution: 720 x 720 dp, ISO 24734, A4 Simplex (Black/Color): Up to 8.5ipm/4.4ipm	P 7,500.00		

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

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
	2	Units	<b>Audio Recorder</b> Specifications: 4gb internal memory, expandable to 32gb w/sd input and output terminals: Hi speed USB (input) stereo mic-injack (output) stereo earphone jack, weight:74g (2.7oz)	P 11,600.00		
	1	Unit	<b>Printer</b> Specifications: Multi function (Print Scan, Copy) Eco-Tank Printer, A4 Wifi, with Auto-Duplex Print function, All in One Ink Tank Print speeds up to 15.5ipm for black and 8.5ipm for colour Ethernet and Wifi- Direct Borderless printing up to A4size	P 20,500.00		
			<i>Note: for the Research-RPDU</i>			

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

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Total: \_\_\_\_\_  
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 Printed Name/Signature

\_\_\_\_\_  
 Tel .No./Cellphone #

\_\_\_\_\_  
 Date