



## 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 and Equipment for OCTA of the University**

Approved Budget Cost: **Php 27,800.00**

Purchase Request No.: **PR 24-04-185**

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

Description:

**1. Two (2) pieces of VISITOR'S CHAIR**

**Specifications:**

**Solid Wood**

**Brown Color**

**Note: please see attached design**

**2. One (1) piece of EXECUTIVE OFFICE TABLE**

**Specifications:**

**size: 160cm x 80cm x 75cm**

**color: mahogany**

**6 drawers with lock keys**

**Note: please see attached design**

**3. Two (2) units of EMERGENCY LIGHT**

**Specifications:**

**-heavy duty**

**-24 pcs bright LED desk lamp**

**-5" oscillating fan**

**-low & high speed**

**-overcharge/over-discharge protection circuit**

**-convenient carrying handle convertible to hands-free stand**

**-built-in rechargeable battery with cord and plug**

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.: 24-04-185

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.	2	pcs	<b>VISITOR'S CHAIR</b> Specifications: Solid Wood Brown Color <b>Note: please see attached design</b>	P 10,000.00		
2.	1	pc	<b>EXECUTIVE OFFICE TABLE</b> Specifications: size: 160cm x 80cm x 75cm color: mahogany 6 drawers with lock keys  <b>Note: please see attached design</b>	P 4,000.00		
3.	2	units	<b>EMERGENCY LIGHT</b> Specifications: -heavy duty -24 pcs bright LED desk lamp -5" oscillating fan -low & high speed -overcharge/over-discharge protection circuit -convenient carrying handle convertible to hands-free stand -built-in rechargeable battery with cord and plug	P 15,000.00		
			<i>Note: for the OCTA</i>			

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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 / DANNI VILLAREAL**  
 Canvasser

\_\_\_\_\_  
Printed Name/Signature  
 \_\_\_\_\_  
Tel .No./Cellphone #  
 \_\_\_\_\_  
Date

**VISITOR'S CHAIR**

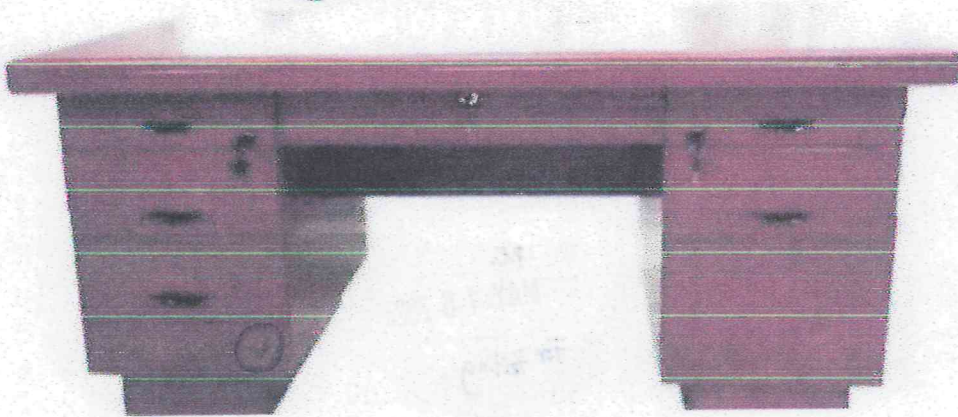
**Solid wood brown**



Western Mindanao State University  
Zamboanga City  
BIDS AND AWARDS COMMITTEE  
Received by: [Signature]  
Date & Time: 6 APR 2024

# EXECUTIVE TABLE

Color: ● Mahogany



TOP VIEW



**Size: 160 x 80D x 75H cm**  
**Color: Mahogany**

Western Mindanao State University  
Zamboanga City  
BIDS AND AWARDS COMMITTEE  
Received by: *[Signature]*  
Date & Time: 16 APR 2024



## HEAVY DUTY EMERGENCY LIGHT

- Office emergency use
- Lamp Setting
- 24pcs. Bright LED desk lamp
- Low speed 5 inch oscillating fan
- High speed 5 inch oscillating fan
- Red LED charge indicator
- Overcharge and over-discharge protection circuit
- Convenient carrying handle convertible to hands-free stand
- Built-in rechargeable battery with cord and plug

