



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 Food, Venue and Room Accommodation in Zamboanga City for the WESMAARRDEC of the University**

Approved Budget Cost: **Php 207,300.00**

Purchase Request No.: **PR 24-05-252**

Closing Date: **June 11, 2024 @ 9:30 AM**

Description:

1. Forty (40) pax of Food and Venue

June 26-28, 2024 (3 days)

PROVISION:

1 Meal (Lunch)

2 Snacks (AM & PM) per day

MEAL REQUIREMENTS:

Lunch: Steamed Rice, 4 Viands, Dessert with Softdrinks

AM Snacks: Light Snacks with Softdrinks

PM Snacks: Heavy Snacks with Softdrinks

Buffet Setting

"NO PORK" Menu

VENUE REQUIREMENTS:

Venue Capacity: can accommodate 60-70 pax

Venue is within the city proper

Unlimited coffee and mineral water

Hot and cold water dispenser

Standby generator incase of power interruption

Free WIFI access

2. One (1) Room Accommodation (for Resource Speaker)

June 26-28, 2024 (2 nights)

Specifications:

- Inclusive of Breakfast and Dinner

- 1 person per room

- Check in date: June 26, 2024 at 2:00PM

- Check out date: June 28, 2024 at 12:00NN

- Breakfast & Dinner: "NO PORK" Menu

Hotel is within the city proper

3. Ten (10) Room Accommodation (for Participants and Facilitator)

June 25-28, 2024 (3 nights)"

Specifications:

- Inclusive of Breakfast and Dinner

- 2 persons per room

- Check in date: June 25, 2024 at 2:00PM

- Check out date: June 28, 2024 at 12:00NN

- Breakfast & Dinner: "NO PORK" Menu

Hotel is within the city proper

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 **June 11, 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

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: 24-05-252

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 JUN 11 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 _____ CALENDAR DAYS UPON 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.	40	pax 2 ✓	Food and Venue June 26-28, 2024 (3 days) PROVISION: 1 Meal (Lunch) 2 Snacks (AM & PM) per day MEAL REQUIREMENTS: Lunch: Steamed Rice, 4 Viands, Dessert with Softdrinks AM Snacks: Light Snacks with Softdrinks PM Snacks: Heavy Snacks with Softdrinks Buffet Setting "NO PORK" Menu VENUE REQUIREMENTS: Venue Capacity: can accommodate 60-70 pax Venue is within the city proper Unlimited coffee and mineral water Hot and cold water dispenser Standby generator incase of power interruption Free WIFI access	P 103,200.00		
2.	1	Room	Room Accommodation (for Resource Speaker) June 26-28, 2024 (2 nights) Specifications: - Inclusive of Breakfast and Dinner - 1 person per room - Check in date: June 26, 2024 at 2:00PM - Check out date: June 28, 2024 at 12:00NN - Breakfast & Dinner: "NO PORK" Menu Hotel is within the city proper	P 3,600.00 2 ✓		

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 / RALPH JUDE LLACUÑA
 Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

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- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

3.	10	rooms	Room Accommodation (for Participants and Facilitator) <i>June 25-28, 2024 (3 nights)"</i> <i>Specifications:</i> - <i>Inclusive of Breakfast and Dinner</i> - <i>2 persons per room</i> - <i>Check in date: June 25, 2024 at 2:00PM</i> - <i>Check out date: June 28, 2024 at 12:00NN</i> - <i>Breakfast & Dinner: "NO PORK" Menu</i> <i>Hotel is within the city proper</i>	₱ 100,000.00 <i>74</i>		
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Total: _____

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 Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date