



## 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 Executive Office Tables and Chair for the CLA of the University**

Approved Budget Cost: **PHP 136,500.00**

Purchase Request No.: **PR 24-08-364**

Closing Date: **August 28, 2024 9:30 AM**

Description:

*1.) Three (3) pcs of SENIOR EXECUTIVE OFFICE TABLE*

*Specifications:*

*With 1/4" glass top*

*Dimension: 30" x 60"*

*Wooden type*

*1-center drawer with lock keys*

*3-side drawer (left & right) with lock keys  
for fabrication*

*2.) Four (4) pcs of JUNIOR EXECUTIVE OFFICE TABLE*

*Specifications:*

*With 1/4" glass top*

*Dimension: 24" x 48"*

*Wooden type*

*1-center drawer with lock keys*

*3-side drawer (left) with lock keys  
for fabrication*

*3.) Five (5) pcs of SENIOR EXECUTIVE CHAIR*

*Specifications:*

*Gaslift*

*High back with armrest*

*Steel stand*

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 August 28, 2024 9:30 AM at the BAC Office, 2nd Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE FOR GOODS**  
**Normal Road, Baliwasan Zamboanga City**  
**Telefax.: 062-991-1771 loc 1003**  
**[www.wmsu.edu.ph](http://www.wmsu.edu.ph)**



(bac@wmsu.edu.ph) or through facsimile at (062) 991-1771 loc 1003

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted

# REQUEST FOR QUOTATION

Western Mindanao State University

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

PR No.: **24-08-364**

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 AUG 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 \_\_\_\_\_ 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.       | 3   | pcs  | <i>SENIOR EXECUTIVE OFFICE TABLE</i><br><i>Specifications:</i><br><i>With 1/4" glass top</i><br><i>Dimension: 30" x 60"</i><br><i>Wooden type</i><br><i>1-center drawer with lock keys</i><br><i>3-side drawer (left &amp; right) with lock keys for fabrication</i> | ₱ 45,000.00                            |           |            |
| 2.       | 4   | pcs  | <i>JUNIOR EXECUTIVE OFFICE TABLE</i><br><i>Specifications:</i><br><i>With 1/4" glass top</i><br><i>Dimension: 24" x 48"</i><br><i>Wooden type</i><br><i>1-center drawer with lock keys</i><br><i>3-side drawer (left) with lock keys for fabrication</i>             | ₱ 54,000.00                            |           |            |
| 3.       | 5   | pcs  | <i>SENIOR EXECUTIVE CHAIR</i><br><i>Specifications:</i><br><i>Gaslift</i><br><i>High back with armrest</i><br><i>Steel stand</i>   | ₱ 37,500.00                            |           |            |
|          |     |      | <i>Note: for the CLA of the University</i>   |  |           |            |

PAGE 1 of 1

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.:** \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Signature