



## 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 Polo Shirt and Tote bag for the WESMAARRDEC of the University**  
Approved Budget Cost: **Php 37,500.00**  
Purchase Request No.: **PR 24-08-369**  
Closing Date: **August 27, 2024**  
Description:

### 1.) Thirty (30) pcs of POLO SHIRT

*Specifications:*

*Material: Cotton with Honeycomb Mesh*

*Color: Forest Green*

*Logo: Embroidered (Horizontal Length: 3 inches;*

*Color: Colored ; maintain proportion)*

*WESMAARRDEC Text: Embroidered; Font: Encode Sans (Medium); Horizontal Length: 3 inches; Color: White ; maintain proportion*

*WESMAARRDEC Tag: Embroidered; Design provided by end-user; Horizontal Length: 8 inches; Colors: White ; maintain proportion*

*Sizes:*

*2XLarge - 6*

*XLarge - 7*

*Large - 6*

*Medium - 7*

*Small - 4*

*please see attached sample design*

### 2.) Seventy-Five (75) pcs of Tote Bag with WESMAARRDEC Logo

*Specifications:*

*Material: Cotton (Kacha)*

*Color: Dirty White/Beige*

*Dimensions: 37cm (Height) x 32cm (Width)*

*Handle: 58cm (Length)*

*please see attached design*

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.



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)**

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 27, 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 (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.: **24-08-369**

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 27 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.	30	pcs	<b>POLO SHIRT</b> <i>Specifications:</i> <i>Material: Cotton with Honeycomb Mesh</i> <i>Color: Forest Green</i> <i>Logo: Embroidered (Horizontal Length: 3 inches; Color: Colored ; maintain proportion)</i> <i>WESMAARRDEC Text: Embroidered; Font: Encode Sans (Medium); Horizontal Length: 3 inches; Color: White; maintain proportion</i> <i>WESMAARRDEC Tag: Embroidered; Design provided by end-user; Horizontal Length: 8 inches; Colors: White; maintain proportion</i>  <i>Sizes:</i> 2XLarge - 6 XLarge - 7 Large - 6 Medium - 7 Small - 4 please see attached sample design	₱ 19,500.00		
2.	75	pcs	<b>Tote Bag with WESMAARRDEC Logo</b> <i>Specifications:</i> <i>Material: Cotton (Kacha)</i> <i>Color: Dirty White/Beige</i> <i>Dimensions: 37cm (Height) x 32cm (Width)</i> <i>Handle: 58cm (Length)</i> please see attached design	₱ 18,000.00		
			<i>Note: for the WESMAARRDEC of the University</i>			

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

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

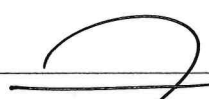
Brand & Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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 / RALPH JUDE LLACUÑA**  
 Canvasser

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

  
 REY ESPIRITUSANTO

2024 Regional Science and Technology Week Polo Shirt



Tote Bag with WESMAARRDEC Logo

