



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 Registrar's Office of the University**

Approved Budget Cost: **PHP 141,400.00**

Purchase Request No.: **PR 25-01-005**

Closing Date: **February 5, 2025 9:30 AM**

Description:

- 1.) *Ten (10) pcs of USB wired optical mouse*
- 2.) *Ten (10) pcs of USB wired optical keyboard*
- 3.) *Ten (10) pcs of Flash Drive 64Gb*
- 4.) *Two (2) unit of INTERNAL HARD DRIVE*
Specification
- HDD SATA, Capacity: 1TB, Size: 3.5 inch
- 5.) *Two (2) unit of DESKTOP COMPUTER*
Specification:
 - . *Processor: 12M Cache, UP TO 4.3GHz (or higher)*
 - . *Motherboard: Highly rated (branded) compatible motherboard*
 - . *Memory: 8GB DDR4 or higher*
 - . *Graphics: 2 GB DDR3 or higher*
 - . *Storage: at least 256GB SSD + 1TB SATA HDD*
 - . *Display: at least 21.5" LED Monitor*
 - . *Connectivity: WiFi, Bluetooth, Ethernet, Thunderbolt (optional), HDMI*
 - . *I/O Ports: USB ports 2.0, USB 3.0, Audio Jacks, VGA, LAN*
 - . *Accessories: Combo USB keyboard and mouse with pad, UPS with built-in AVR 720 VA or higher*
 - . *With latest licensed OS (64 bit Pro version)*
 - . *With latest proprietary Office application installed*
- 6.) *One (1) unit of PRINTER*
Specification:
Multifunction Ink Tank Printer
Specification:
 - . *Copy, Print, Scan, Fax*
 - . *ADF Capability*
 - . *Bi-directional printing*
 - . *Print Speed: (Black) up to 33ppm; (Colour) up to 15ppm*
 - . *Maximum Copy Resolution: at least 600 x 600 dpi*
 - . *Maximum Copy Size: Legal*
 - . *Scanner Type: Flatbed colour image scanner*
 - . *Maximum Scan Area: 216 x 297 mm (8.5 x 11.7")*
 - . *Scanner Resolution: at least 1200 x 2400 DPI*
 - . *Network: Ethernet, WI-FI IEEE 802.11b/g/n & Wi-Fi Direct*

DELIVERY PERIOD: 10 days

The criteria to be used for the eligibility check of the prospective bidders, examination and



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



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.

Pursuant to Annex "H" documentary requirements interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration and other relevant documents (if necessary), 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 February 5, 2025 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.



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REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.: _____

PR No.: **25-01-005**

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 **FEB 05 2025** 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.	10	pcs	USB wired optical mouse. 300.00/pcs.	P3,000.00		
2.	10	pcs	USB wired optical keyboard. 400.00/pcs.	P4,000.00		
3.	10	pcs	Flash Drive 64Gb. 1,000.00/pcs.	P10,000.00		
4.	2	unit	INTERNAL HARD DRIVE Specification - HDD SATA, Capacity: 1TB, Size: 3.5 inch. 3,800.00/unit.	P7,600.00		
5.	2	unit	DESKTOP COMPUTER Specification: . Processor: 12M Cache, UP TO 4.3GHz (or higher) . Motherboard: Highly rated (branded) compatible motherboard . Memory: 8GB DDR4 or higher . Graphics: 2 GB DDR3 or higher . Storage: at least 256GB SSD + 1TB SATA HDD . Display: at least 21.5" LED Monitor . Connectivity: WiFi, Bluetooth, Ethernet, Thunderbolt (optional), HDMI . I/O Ports: USB ports 2.0, USB 3.0, Audio Jacks, VGA, LAN . Accessories: Combo USB keyboard and mouse with pad, UPS with built-in AVR 720 VA or higher . With latest licensed OS (64 bit Pro version) . With latest proprietary Office application installed. 49,900.00/unit.	P99,800.00		
6.	1	unit	PRINTER Specification: Multifunction Ink Tank Printer Specification: . Copy, Print, Scan, Fax . ADF Capability . Bi-directional printing	P17,000.00		

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.: _____

POSTED BY: _____
REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature _____
 Tel .No./Cellphone # _____
 Date _____



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JOSELITO D. MADROÑAL, DPA
 BAC Chairperson for GOODS

		. Print Speed: (Black) up to 33ppm; (Colour) up to 15ppm . Maximum Copy Resolution: at least 600 x 600 dpi . Maximum Copy Size: Legal . Scanner Type: Flatbed colour image scanner . Maximum Scan Area: 216 x 297 mm (8.5 x 11.7") . Scanner Resolution: at least 1200 x 2400 DPI . Network: Ethernet, WI-FI IEEE 802.11b/g/n & Wi-Fi Direct 17,000.00/unit DELIVERY PERIOD: 10 days.			
		Note: For the UNIVERSITY REGISTRAR OFFICE			

Total: _____

EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

Brand & Model : _____
 Delivery Period : _____
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 Price Validity : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

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Certificate Reference No.: _____

POSTED BY: _____
REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

Printed Name/Signature _____

Tel .No./Cellphone # _____

Date _____