



## 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 Office Equipment for the Office of VP Resel**

Approved Budget Cost: **PHP 142,600.00**

Purchase Request No.: **PR 25-01-045**

Closing Date: **February 25, 2025 9:30 AM**

Description:

- 1.) One (1) unit of Water Dispenser  
Specifications:  
Free Standing Water Dispenser  
Top Load Water Gallon  
Energy-Efficient Compressor  
2 options: Hot and Cold  
Child Safety Lock Protector - for hot water switch  
Double Safety Device to prevent overheating  
Compressor Cooling  
Color White  
Dimension: (HxWxD) 92: 28: 32 cm. ABC: Php 5,600.00
- 2.) Three (3) pcs of Executive Chair  
High Back Rest Executive Chair  
Leatherette back and seat  
Chrome plated starbase  
Reclining Mechanism  
Dimension: Approx. (L) 52cm x (W) 46cm x (H) 109cm. ABC: Php 22,500.00
- 3.) Three (3) pcs of Executive Office Table  
Specifications:  
With 1/4" glasstop, 30" x 60", wooden type,  
With 1 center drawer with lock & 6-side (left & right) drawer,  
With lock . ABC: Php 45,000.00
- 4.) Three (3) pcs of Steel Filling Cabinet  
Specifications:  
4 drawers, vertical type, gauge 20, with lock. ABC: Php 42,000.00
- 5.) Five (5) unit of UPS with built-in AVR, 1000 VA. ABC: Php 27,500.00

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.

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.



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 February 25, 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.

# REQUEST FOR QUOTATION

## Western Mindanao State University

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

PR No.: **25-01-045**

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 25 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.	1	unit	<b>Water Dispenser</b> Specifications: Free Standing Water Dispenser Top Load Water Gallon Energy-Efficient Compressor 2 options: Hot and Cold Child Safety Lock Protector - for hot water switch Double Safety Device to prevent overheating Compressor Cooling Color White Dimension: (HxWxD) 92: 28: 32 cm. 5,600.00/unit.	<b>P5,600.00</b>		
2.	3	pcs	<b>Executive Chair</b> High Back Rest Executive Chair Leatherette back and seat Chrome plated starbase Reclining Mechanism Dimension: Approx. (L) 52cm x (W) 46cm x (H) 109cm. 7,500.00/pcs.	<b>P22,500.00</b>		
3.	3	pcs	<b>Executive Office Table</b> Specifications: With 1/4" glasstop, 30" x 60", wooden type, With 1 center drawer with lock & 6-side (left & right) drawer, With lock. 15,000.00/pcs.	<b>P45,000.00</b>		
4.	3	pcs	<b>Steel Filing Cabinet</b> Specifications: 4 drawers, vertical type, gauge 20, with lock. 14,000.00/pcs.	<b>P42,000.00</b>		
5.	5	unit	<b>UPS with built-in AVR, 1000 VA.</b> 5,500.00/unit.	<b>P27,500.00</b>		
			<b>Note: For the OFFICE OF THE VP RESEL. of the University</b>			

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

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

**1 of 1**

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.

<b>PhilGEPS Certificate No.:</b> _____
<b>Certificate Reference No.:</b> _____

*RECEIVED BY*

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL

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