



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 Signages for the Administration of the University**

Approved Budget Cost: **PHP 175,800.00**

Purchase Request No.: **PR 25-02-067**

Closing Date: **April 8, 2025 9:30 AM**

Description:

1.) *Nine (9) pcs of OFFICE SIGNAGES (ACRYLIC)*

Specification:

- *Height 9" x Width 30"*
- *5mm thickness*
- *WMSU Logo size: 4-5"*
- *window insert type frame*
- *office name can be inserted to slide in and out of each acrylic plates*
- *font type: Times New Roman Bold*
- *All Uppercase letter*
- *font color: red*
- *bolt: 4 sides*
- *with free installation*

Signages for the following Offices:

1. *Executive Building*
2. *VP for Student Affairs & Services*
3. *Office of Student Affairs*
4. *General Services Office*
5. *Supervising A.O. for Administration*
6. *Supervising A.O. for Finance*
7. *Procurement Office*
8. *Internal Audit Office*
9. *Commission on Audit (different layout)*

Please see attached design. ABC: Php 49,500.00

2.) *Six (6) pcs of BUILDING DIRECTORY SIGNAGES (ACRYLIC)*

- *Dimension: Length 2ft x Height 3ft*
- *Thickness: 5mm*
- *WMSU Logo Size: 3-4"*
- *window insert type frame*
- *office name can be inserted to slide in and out of each acrylic plates*
- *Font color: red*
- *bolt: 4 sides*
- *Font type: Times New Roman Bold*
- *all Uppercase letter*
- *with free installation*

Building Directory Signages for the following:

1. *Dr. Juanito Bruno Gymnasium*
2. *Motorpool*
3. *Research Center*
4. *Administration Building*
5. *Executive Building*



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



6. University Library

Please see attached design. ABC: Php 58,800.00

3.) Forty-Five (45) set of ENTRANCE & EMERGENCY EXIT SIGNAGES

Specification:

- Entrance Dimension(HxL): 6" x 22"
- Entrance Dimension(HxL): 7" x 22"
- Thickness: 5mm
- Material: Sintra Board, waterproof and anti-aging
- ReflectORIZED
- Font type & color:
Entrance: Times New Roman, Red
Exit: Times New Roman, Green
- All Uppercase letter
- with Free Installation

Campus A
33 sets for 25 bldgs.

Campus B
12 sets for 12 bldgs.

Please see attached design ABC: Php 67,500.00

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.

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 April 8, 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.: **25-02-067**

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 **APR 09 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.	9	pcs	<p>OFFICE SIGNAGES (ACRYLIC)</p> <p><i>Specification:</i></p> <ul style="list-style-type: none"> - Height 9" x Width 30" - 5mm thickness - WMSU Logo size: 4-5" - window insert type frame - office name can be inserted to slide in and out of each acrylic plates - font type: Times New Roman Bold - All Uppercase letter - font color: red - bolt: 4 sides - with free installation <p>Signages for the following Offices:</p> <ol style="list-style-type: none"> 1. Executive Building 2. VP for Student Affairs & Services 3. Office of Student Affairs 4. General Services Office 5. Supervising A.O. for Administration 6. Supervising A.O. for Finance 7. Procurement Office 8. Internal Audit Office 9. Commission on Audit (different layout) <p><i>Please see attached design. 5,500.00/pcs.</i></p>	P49,500.00		
2.	6	pcs	<p>BUILDING DIRECTORY SIGNAGES (ACRYLIC)</p> <ul style="list-style-type: none"> - Dimension: Length 2ft x Height 3ft - Thickness: 5mm - WMSU Logo Size: 3-4" - window insert type frame - office name can be inserted to slide in and out of each acrylic plates - Font color: red - bolt: 4 sides - Font type: Times New Roman Bold 	P58,800.00		

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

1 of 2

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.: _____

RECEIVED

REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

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BAC Chairperson for GOODS

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			<ul style="list-style-type: none"> - all Uppercase letter - with free installation <p>Building Directory Signages for the following:</p> <ol style="list-style-type: none"> 1. Dr. Juanito Bruno Gymnasium 2. Motorpool 3. Research Center 4. Administration Building 5. Executive Building 6. University Library <p>Please see attached design. 9,800.00/pcs.</p>			
3.	45	set	<p>ENTRANCE & EMERGENCY EXIT SIGNAGES</p> <p>Specification:</p> <ul style="list-style-type: none"> - Entrance Dimension(HxL): 6" x 22" - Entrance Dimension(HxL): 7" x 22" - Thickness: 5mm - Material: Sintra Board, waterproof and anti-aging - Reflectorized - Font type & color: <li style="padding-left: 20px;">Entrance: Times New Roman, Red <li style="padding-left: 20px;">Exit: Times New Roman, Green - All Uppercase letter - with Free Installation <p>Campus A 33 sets for 25 bldgs.</p> <p>Campus B 12 sets for 12 bldgs.</p> <p>Please see attached design. 1,500.00/set.</p>	P67,500.00		
			<p>Note: For the ADMINISTRATION of the University</p>			

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

2 of 2

Total: _____
 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.: _____

JOSEFINO

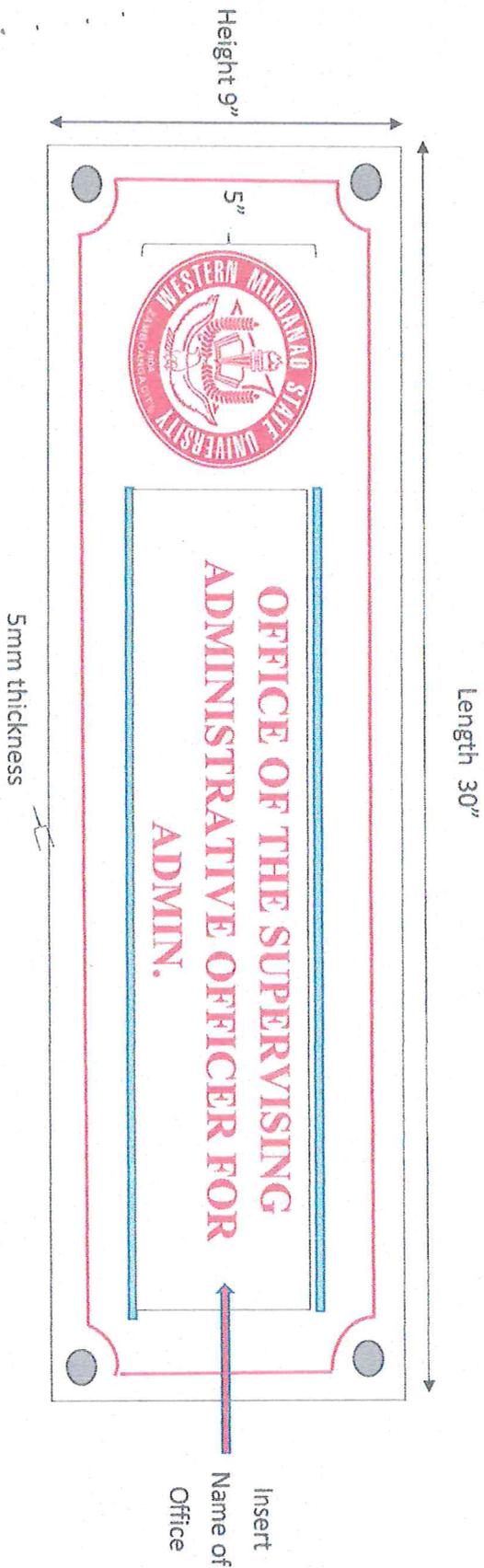
REY ESPIRITUSANTO / JORGE CONCEPCION / DANNI VINCENT VILLAREAL
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date

OFFICE SIGNAGE



Western Mindanao State University
Zamboanga City
BIDS AND AWARDS COMMITTEE
Received by: *[Signature]*
Date & Time: MAR 11 2025

BUILDING DIRECTORY

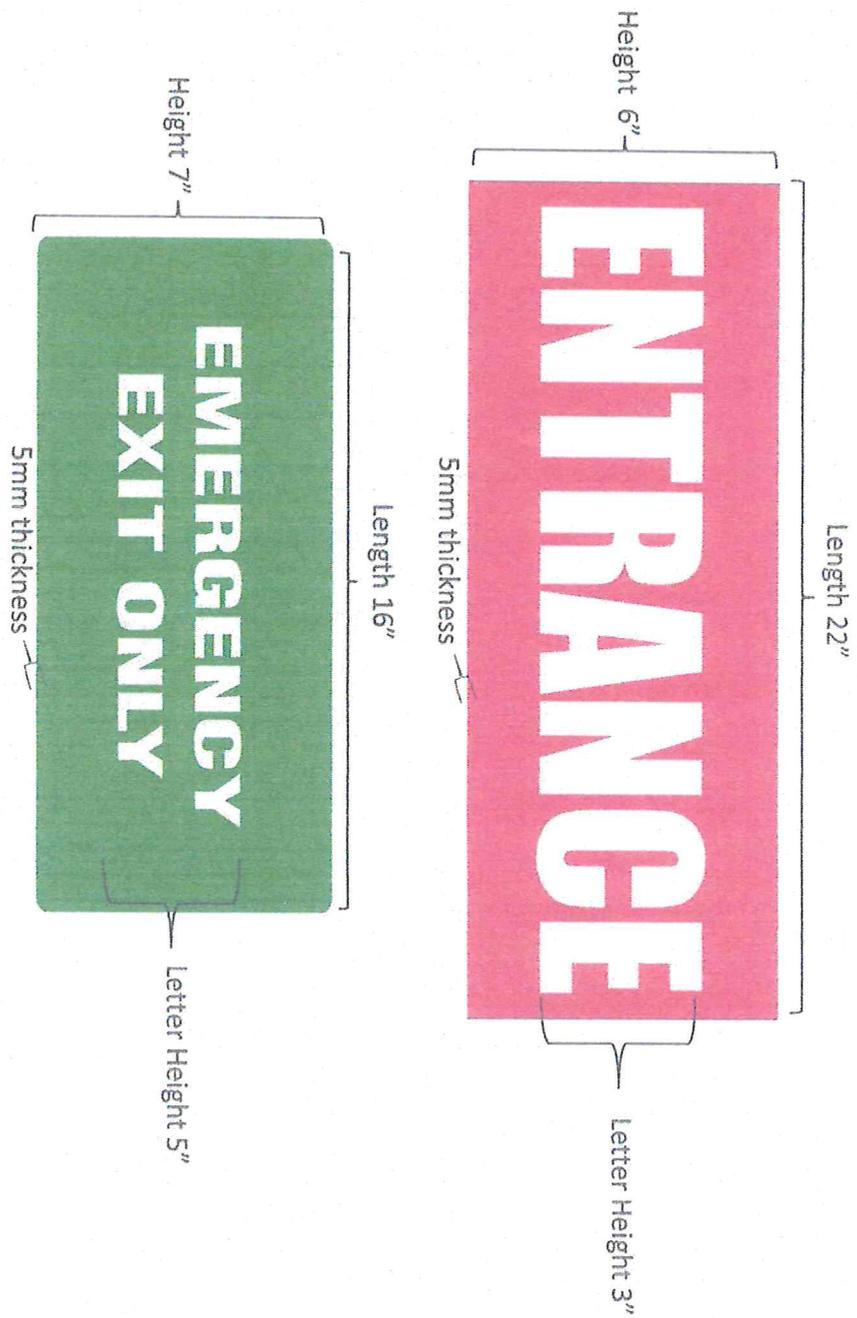
Length 2 ft.

Height 3 ft.

	EXECUTIVE BUILDING BUILDING DIRECTORY
GROUND FLOOR OFFICES	
COMMISSION ON AUDIT	
PROPERTY MANAGEMENT OFFICE	
PROCUREMENT OFFICE	
GENDER RESEARCH RESOURCE CENTER	
SECOND FLOOR	
UNIVERSITY REVIEW AND EVALUATION COMMITTEE	
GUIDANCE AND COUNSELING CENTER	
OFFICE OF CULTURE AND THE ARTS	
CENTRO DE ESTUDIO MINDANAO OFFICE	
PUBLIC AFFAIRS OFFICE	
EXTERNAL STUDIES UNIT	
PEACE AND HUMAN SECURITY INSTITUTE	
CAREER AND JOB PLACEMENT CENTER	
SPECIAL PROGRAM AND PROJECTS OFFICE	
ANNEX OFFICE	
SUPPLY OFFICE	

Insert name of Building & Offices

Western Mindanao State University
Zamboanga City
BIDS AND AWARDS COMMITTEE
Received by: 
Date & Time: MAR 1 2025



Western Mindanao State University
Zamboanga City
BIDS AND AWARDS COMMITTEE
Received by: Am
Date & Time: MAR 1 2025