



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



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 Office Signage for the GSO-Special Program & Project Office**

Approved Budget Cost: **Php 5,500.00**

Purchase Request No.: **PR 25-03-154**

Closing Date: **April 16, 2025 9:30 AM**

Description:

*1.) One (1) piece of OFFICE SIGNAGE (ACRYLIC)
for Special Program and Project Office*

Specification:

- Height 9" x Width 30"*
- 5 mm 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*

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.

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 16, 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.: **25-03-154**

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 10 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	piece	OFFICE SIGNAGE (ACRYLIC) <i>for Special Program and Project Office</i> <i>Specification:</i> - Height 9" x Width 30" - 5 mm 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 Please see attached design. 5,500.00/piece.	P5,500.00		
			Note: For the GSO of the University			

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.: _____

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

Printed Name/Signature

Tel .No./Cellphone #

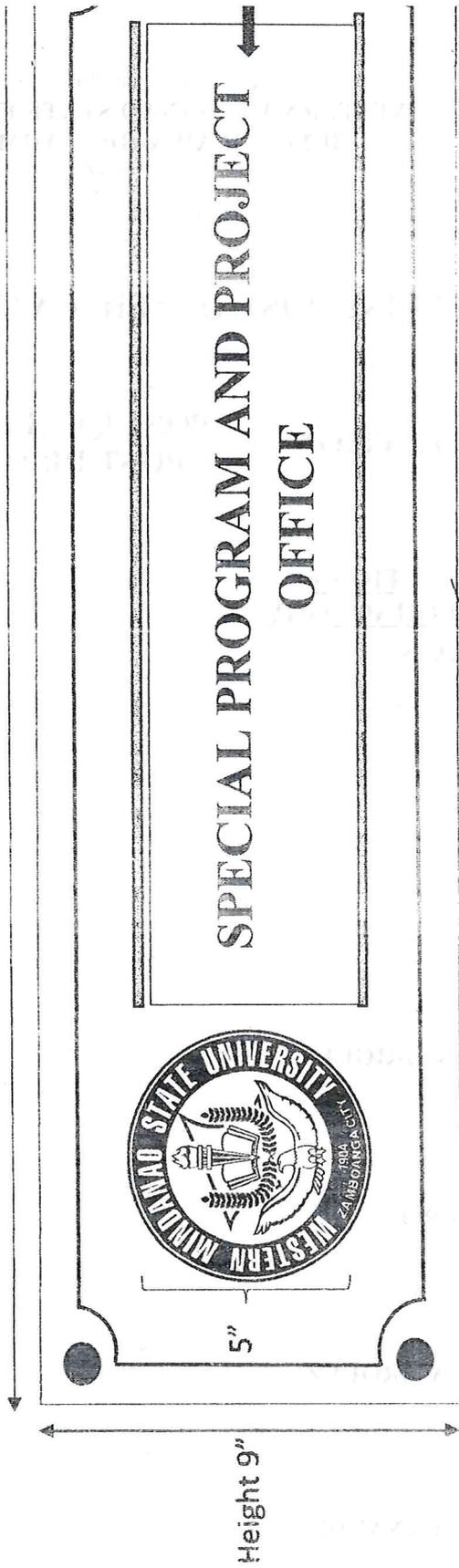
Date

OFFICE SIGNAGE

Length 30"

Western Mindanao State University
Zamboanga City
BIDS AND AWARDS COMMITTEE

Received by: *gms*
Date & Time: APR 02 2025



Height 9"

5"

5mm thickness

