



## 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 Food and Venue and Room Accommodation for the College of Medicine**

Approved Budget Cost: **PHP 215,000.00**

Purchase Request No.: **PR 25-07-322**

Closing Date: **July 18, 2025 9:30 AM**

Description:

*1.) Three Hundred (300) pcs of FOOD AND VENUE for Gala Night on July 24, 2025 at 5:00 PM onwards*

*Provisions - FOOD:*

*1 - Meal (Dinner)*

*4 - "NON-PORK" Viands with Drinks and Dessert*

*Provisions - VENUE:*

*-With a wide Parking Space that can accommodate a motorcycle and 4-wheeled vehicles*

*-Wi-Fi Capable*

*-Can accommodate 500 pax or more*

*-Comfort Room within the Venue*

*-Equipped with air conditioning*

*-With a lobby*

*-With Security*

*-On Call Personnel to Assist. ABC: Php 180,000.00*

*2.) Five (5) rooms of ROOM ACCOMMODATION for Two (2) Nights on July 23 to 24, 2025 (Guest Speaker for the College of Medicine)*

*Check-in Date: July 23, 2025 at 2:00 PM*

*Check-out Date: July 25, 2025 at 12:00 noon*

*Provisions:*

*Good for 2 pax Free Breakfast*

*2 Single Bed per Room*

*Free WiFi*

*Spacious Parking Space*

*24 Hours Security*

*24 Hours On-Call Hotel Personnel to Assist*

*(Php.3,500/room x 2 nights x 5 rooms). ABC: Php 35,000.00*

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 July 18, 2025 9:30 AM at the BAC



**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)**

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.: 25-07-322

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 JUL 18 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

Table with 7 columns: Item No., Qty, Unit, Item and Description, Approved Budget for the Contract (ABC), Unit Cost, Total Cost. It contains two main items: 1. FOOD AND VENUE for Gala Night on July 24, 2025, and 2. ROOM ACCOMMODATION for Two (2) Nights on July 23 to 24, 2025.

Total:

Form fields for 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.:

Signature of Rey Espiritusanto / Jorge Concepcion / Danni Vincent Villareal
Canvasser

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