



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 3-in-1 Multi Function Printer and Sheet-FED Document Scanner for the Records and Archives**

Approved Budget Cost: **PHP 57,000.00**

Purchase Request: **PR 25-07-328**

Closing: **August 20, 2025 9:30 AM**

Description:

1.) One (1) unit of 3-IN-1 MULTIFUNCTION PRINTER

Specification

- Function: Print, Scan, Copy
- Continuous Ink Supply System.

ABC: Php 12,000.00

2.) One (1) unit of SHEET-FED DOCUMENT SCANNER

Specifications:

- . Scan Resolution
 - Optical: Up to 600 dpi
 - Hardware: 600 × 600 dpi
- . Scan Speed
 - Automatic Document Feeder (ADF): Up to 35 ppm/70 ipm
- . ADF Capacity: 50 to 80 sheets
- . Scan Size (ADF)
 - Maximum: 216 × 3100 mm
 - Minimum: 50.8 × 50.8 mm
- . Supported File Formats
 - PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text Format (.rtf), Searchable PDF
- . Scanning Options (ADF)
 - Single-pass duplex scanning
 - Duplex ADF Scanning
- . Image Processing: Grayscale Levels (256), Color Scanning
- . With the following Advanced Scanner Features:
 - Auto exposure
 - Auto threshold
 - Auto detect color
 - Background smoothing/removal
 - Auto detect page size
 - Straighten/align content
 - Enhance content clarity
 - Multi-streaming
 - Auto feed detection
 - Auto page orientation
 - Multi-color dropout
 - Channel color dropout
 - Edge erase
 - Delete blank pages
 - Merge pages
 - Hole fill
 - PDF permissions settings
 - Document separation
- . Connectivity: USB (Standard)
- . Control Panel
 - Scan button
 - Power button with LED indicator
 - LED for error indication.



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



ABC: Php 45,000.00

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 August 20, 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.: 25-07-328

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 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 6 columns: Item No., Qty, Unit, Item and Description, Approved Budget for the Contract (ABC), Unit Cost, Total Cost. It contains two items: 1. 3-IN-1 MULTIFUNCTION PRINTER and 2. SHEET-FED DOCUMENT SCANNER.

1 of 2

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.:

REY ESPIRITUSANTO / DANNI VINCENT VILLAREAL
Canvasser

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

REQUEST FOR QUOTATION
Western Mindanao State University

2 of 2

Quotation No.: _____

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JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

Table with 6 columns. Row 1 contains a list of scanner features: - Auto threshold, - Auto detect color, - Background smoothing/removal, - Auto detect page size, - Straighten/align content, - Enhance content clarity, - Multi-streaming, - Auto feed detection, - Auto page orientation, - Multi-color dropout, - Channel color dropout, - Edge erase, - Delete blank pages, - Merge pages, - Hole fill, - PDF permissions settings, - Document separation, - Connectivity: USB (Standard), - Control Panel, - Scan button, - Power button with LED indicator, - LED for error indication. 45,000.00/unit. Row 2 contains the text: Note: For the RECORDS AND ARCHIVES 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.: _____

REY ESPRITUSANTO / DANNI VINCENT VILLAREAL
Canvasser

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