



INVITATION TO BID

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 for the AREC**

Approved Budget Cost: **PHP 65,000.00**

Purchase Request No.: **PR 25-10-466**

Closing Date: **November 11, 2025 9:30 AM**

1.) Fifty (50) pax of FOOD AND VENUE

Date: November 24-25, 2025 (2 days)

1 Meal (Lunch) and 2 Snacks (AM & PM)

Buffet type

"NO PORK" Menu

VENUE REQUIREMENTS:

Stage Backdraft

Whiteboard

Projector with Screen

Sound System with 3 microphones and electrical connections

Venue Capacity: that can accommodate 80 pax

Unlimited coffee and mineral water

Hot and Cold water dispenser

Standby generator in case of power interruption

Free WIFI access.

ABC: Php 65,000.00

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 November 11, 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.: 25-10-466

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. Row 1: 1, 50, pax, FOOD AND VENUE, Date: November 24-25, 2025 (2 days), 1 Meal (Lunch) and 2 Snacks (AM & PM), Buffet type, "NO PORK" Menu, VENUE REQUIREMENTS: Stage Backdraft, Whiteboard, Projector with Screen, Sound System with 3 microphones and electrical connections, Venue Capacity: that can accommodate 80 pax, Unlimited coffee and mineral water, Hot and Cold water dispenser, Standby generator in case of power interruption, Free WIFI access. 650.00/pax., P65,000.00.

Total:

1 of 1

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