

REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.: _____

PR No: 25-11-499

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.

DEC 10 2025

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

NOTE:

- 1 SUPPLIERS SHALL SUBMIT THEIR REQUEST FOR QUOTATION (RFQ) DULY SIGNED IN A SEALED MAIL/BROWN ENVELOPE
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 lists various office supplies like pens, folders, pencils, correction tape, sticky notes, punchers, staple wire, staplers, and fasteners.

NOTE: RDEC of the University

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