



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
Normal Road, Baliwasan, Zamboanga City  
Telefax.: 062-991-7875  
[www.wmsu.edu.ph](http://www.wmsu.edu.ph)

## REQUEST FOR QUOTATION

The Western Mindanao State University through its Bids and Awards Committee, intends to procure for a Lease of Venue and Accommodation for the 54<sup>th</sup> Special Board Meeting in Manila on September 20, 2019.

The lease of venue and accommodation will be undertaken in accordance with Section 53.10 (Lease of Real Property and Venue) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Name of Project:	<b>Lease of Venue and Accommodation for the 54<sup>th</sup> Special Board Meeting in Manila on September 20, 2019</b>
Purchase Request No.:	<b>PR-19-09-365</b>
Approved Budget for the Contract:	<b>Eighty Thousand Pesos (Php.80,000.00)</b>
Description:	<b>8 Rooms Hotel Accommodation in Manila 8 Deluxe Double Rooms x 2 nights on September 19-21, 2019</b>
Specification:	<b>See attached Annex A for Financial Bid.</b>

As such, lessors of known qualifications are invited to submit their sealed quotation/proposal, duly signed by you or your duly authorized representative not later than \_\_\_\_\_ at 10:00 AM at the BAC Office, Ground Floor Executive Building, Normal Road, Baliwasan, Zamboanga City in the presence of the bidder's representative who may choose to attend.

Prospective lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. A copy of your **Mayor's/Business Permit, PhilGEPS Registration Certificate and Income/Business Tax Return** are also required to be submitted along with your quotation/proposal.

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.

For any clarification, you may contact Ms. Jovelyn I. Legaspi at telephone no. (062)991-7875 or email address at [bacsecretariate@wmsu.edu.ph](mailto:bacsecretariate@wmsu.edu.ph).

**JOSELITO D. MADROÑAL, DPA**  
BAC Chairman

**Annex A**

**PRICE QUOTATION SHEET  
FINANCIAL BID**

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation for the item as follows:

**Total Bid Price for the Project:**

**In Figures:** \_\_\_\_\_

**In Words:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- *THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT*

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact No.: \_\_\_\_\_