



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-991-7875
www.wmsu.edu.ph

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 : **Supply and Delivery of Various Office Supplies, Materials & Equipment for the GRRC of the University**

Approved Budget Cost : **Php 211,960.00**

Purchase Request No.: **20-08-181**

Closing Date: **October 30, 2020**

Description:

- | | | | |
|------|------|-------|---|
| 1.) | 1 | Unit | 3 IN 1 PRINTER
* Function: SCAN, COPY & PRINT
* Connectivity: USB, Wireless
* Continuous Ink Supply System
* ADF capability (for scanning legal size paper)
* With 2 sets of Ink (black, magenta, cyan, yellow) |
| 2.) | 8 | Unit | SMARTPHONE
Specifications:
* Android (at least 8.0 of higher) Operating System
* Dual Sim
* Network: LTE (4G) Network
* Connectivity: Wi-Fi, Bluetooth
* At least 4GB RAM
* At least 128 GB Internal Storage capacity
* At least 4,000 mAh Battery
* At least 5 inches display
* With camera, video and audio recording capability
* Front Camera: 8MP or higher
* Rear Camera: 12MP or higher |
| 3.) | 10 | reams | BOND PAPER (LONG) SUB 20 |
| 4.) | 10 | reams | BOND PAPER (A4) SUB 20 |
| 5.) | 100 | pcs. | BALL PEN (BLACK) |
| 6.) | 100 | pcs. | PENCIL No. 2 |
| 7.) | 70 | pcs. | NOTEBOOK (50 LEAVES) |
| 8.) | 1 | pc. | GUN TACKER |
| 9.) | 1 | pc. | HEAVY DUTY STAPLER (STAPLE 250 SHEETS) |
| 10.) | 70 | pcs. | FOLDING UMBRELLA |
| 11.) | 2500 | pcs. | WASHABLE FACEMASK |
| 12.) | 2500 | pcs. | FACE TOWEL |

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.

Interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration and Omnibus Sworn Statement, 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 2:00 PM of October 30, 2020 at the BAC Office, Ground Floor Executive Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bacsecretariate@wmsu.edu.ph) or through facsimile at (062)991-7875.

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062)991-7875.

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: PR-20-08-181

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 OCT 30 2020 at 2:00 P.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

MA. LOURDES B. ALBA
BAC Chair

NOTE:

- 1 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD WITHIN 10 CALENDAR DAYS FROM THE 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

Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
1.	1	Unit	3 in 1 Printer <ul style="list-style-type: none"> • Function: Scan, Copy and Print • Connectivity: USB, Wireless • Continuous Ink Supply System • ADF capability (for scanning legal size paper) • With 2 sets of ink (black, magenta, cyan, yellow) 	P 14,000.00		
2.	8	Units	Smartphone Specifications: *Android (at least 8.0 of higher) Operating System *Dual Sim *Network: LTE (4G) Network *Connectivity: Wi-Fi, Bluetooth * At least 4GB RAM *At least 4,000 mAh Battery * With camera, video and audio recording capability * Front camera: 8MP or higher *Rear camera: 12MP or higher	P 72,000.00		
3.	10	Reams	Bond Paper (Long) Sub 20	P 2,000.00		
4.	10	Reams	Bond Paper (A4) Sub 20	P 2,000.00		
5.	100	Pcs	Ball Pen (Black)	P 500.00		
6.	100	Pcs	Pencil no. 2	P 500.00		
7.	70	Pcs	Notebook (50 Leaves)	P 560.00		
<i>Note: For the Gender Research and Resource Center (GRRC).</i>						


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EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

Total: _____
 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 Registration No.: _____
 Certificate Reference No.: _____


 EFREN ELIZALDE / JORGE CONCEPCION / NORBEN BORRAMEO
 Convasser

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

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
8.	1	Pc	Gun Tacker	P 300.00		
9.	1	Pc	Heavy Duty Stapler (Staple 250 Sheets)	P 600.00		
10.	70	Pcs	Folding Umbrella	P 7,000.00		
11.	2500	Pcs	Washable Facemask	P 50,000.00		
12.	2500	Pcs	Face Towel	P 62,500.00		
<i>Note: For the Gender Research and Resource Center (GRRC).</i>						


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 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone #

 Date