



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Zamboanga City  
Telephone No.: 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 (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 Food, Venue and Hotel Accommodation for the QMS-ISO**

Approved Budget Cost : **Php 34,500.00**

Purchase Request No.: **21-12-429**

Closing Date: **December 16, 2021**

Description:

- 1.) 30 Pax **FOOD AND VENUE FOR THREE (3) DAYS: ( 30 PAX x 3 DAYS )**  
INCLUSIVE DATE: DECEMBER 20-22, 2021  
PROVISIONS:
  - \* ONE (1) LUNCH AND TWO SNACKS
  - \* Unlimited Coffee AND DRINKING WATER
  - \* WITH GENERATOR IN CASE OF POWER OUTTAGE
  - \* MICROPHONES ( 3-4)
  - \* SOUND SYSTEM THAT CAN HOOK UP TO LAPTOP
  - \* FUNCTION ROOM THAT CAN COMFORTABLY ACCOMMODATE 30 PEOPLE
  - \* STABLE INTERNET CONNECTION
  - \* LCD SCREEN(30 pax x 3 days x Php.350.00 per day)
  
- 2.) 1 Room **ROOM ACCOMMODATION FOR TWO (2) NIGHTS**  
( 1 ROOM x 2 NIGHTS )  
INCLUSIVE DATES: DECEMBER 20-22, 2021  
*CHECK-IN DATE: DECEMBER 20, 2021 AT 4:00PM*  
*CHECK-OUT DATE: DECEMBER 22, 2021 AT 11:00AM*  
PROVISION:
  - \* ROOM TYPE: ONE STANDARD DOUBLE  
( ONE SINGLE ROOM WITH TWO (2) BEDS )
  - \* INCLUSIVE OF BREAKFAST AND DINNER, INTERNET CONNECTION AND T.V.1 room x 2 nights x Php.1,500.00 per night

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 and PhilGEPS Registration, 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 10:00 AM of December 16, 2021 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](mailto: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-21-11-429

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 **Dec. 16, 2021** at **10:00 AM** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

  
**JOEL G. FERNANDO, Ph.D.**  
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.	30	Pax	Food and Venue for Three (3) Days: (30 PAx x 3 Days) Inclusive Date: December 20-22, 2021  Provisions: - One (1) Lunch and Two Snacks - Unlimited Coffee and Drinking Water - With Generator in Case of Power Outage - Microphones (3-4) - Sound System that can hook up to laptop - Function Room that can comfortably accommodate 30 people - Stable Internet Connection - LCD Screen  (30 pax x 3 days x Php. 350.00 per day) <i>Note: For the QMS ISO of the University.</i>	P 31,500.00		

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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 BORROMEO  
Canvasser

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel .No./Cellphone #

\_\_\_\_\_  
Date

**REQUEST FOR QUOTATION**  
Western Mindanao State University

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Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
2.	30	Pax	Room Accommodation for Two (2) Nights (1 room x 2 nights)  Inclusive Dates: December 20-22, 2021 Check-in Date: December 20, 2021 at 4:00 pm Check-out Date: December 22, 2021 at 11:00AM  Provision: - Room Type: One Standard Double (One Single Room With Two (2) Beds) - Inclusive of Breakfast and Dinner, Internet Connection and T.V.  1 room x 2 nights x Php. 1,500.00 per night <i>Note: For the QMS ISO of the University.</i>	₱ 3,000.00		

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EPS Reference Number : \_\_\_\_\_

EPS Solicitation Number : \_\_\_\_\_

EPS Closing Date : \_\_\_\_\_

**Total:** \_\_\_\_\_

Brand & Model : \_\_\_\_\_

Delivery Period : \_\_\_\_\_

Warranty : \_\_\_\_\_

Price Validity : \_\_\_\_\_

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Printed Name/Signature

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Tel .No./Cellphone #

\_\_\_\_\_  
Date