



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-991-7875
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 Various Office Equipment for the CSSPE**

Approved Budget Cost: **Php 63,000.00**

Purchase Request No.: **PR 23-02-129**

Closing Date: **April 24, 2023 @ 10AM**

Description:

- 1.) Three (3) unit of TEACHER'S DESK/TABLE
COLOR: GRAY
- SINGLE PEDESTAL DESK; 2 DRAWERS AND ONE FILE DRAWER ON PEDESTAL WITH LOCK;
ATLEAST 30 INCHES WIDTH , LENGTH 48 INCHES, HEIGHT 30 INCHES; RECESSED PULLS; MDF (MEDIUM DENSITY FIBERBOARD).
- 2.) Three (3) unit of DOUBLE PEDESTAL TEACHER'S DESK/TABLE
COLOR: DARK BROWN WITH LOCK
- 2 DRAWER; ONE FILE DRAWER ON EACH OF THE TWO PEDESTALS;
ATLEAST WIDTH 30 INCHES, LENGTH 60 INCHES, HEIGHT 29 INCHES; RECESSED PULLS.
- 3.) Four (4) unit of PENINSULA DESK/TABLE
- NO DRAWER;
- DIMENSIONS: ATLEAST 42" DIAMETER x 71" W x 30" H, STEEL FRAME.
- 4.) One (1) unit of 3 - TIER ROLLING PRINTER TABLE,
- PRINTER STAND, BLANK; ROLLING PRINTER TABLE
- MACHINE CART WITH WHEELS; 4 STORAGE SPACES, WHICH ARE DIVIDED INTO 3 LAYER, TO STORE PRINTER, COMPUTER HOPST, ETC. WITH FOUR UNIVERSAL WHEELS THAT ARE EQUIPPED WITH LOCK; ATLEAST LENGTH 20 INCHES, WIDTH 16 INCHES, HEIGHT 26 INCHES.

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 April 24, 2023 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-23-02-129

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the

APR 24 2023

shortest time of delivery and submit your quotation duly signed by your representative not later than _____ at
10:00 AM in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

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

FREDELINO M. SAN JUAN, Ph.D.
BAC Chair

Item No.	Qty	Unit	Item and Description	Approved Budget for Contract (ABC)	Unit Cost	Total Cost
1.	3	Units	Teacher's Desk/Table Color: Gray - Single Pedestal Desk; 2 Drawers and One File Drawer on Pedestal with Lock; - Atleast 30 inches width, Length 48 inches, Height 30 inches; Recessed Pulls; MDF (Medium Density Fiberboard)	P 12,000.00		
2.	3	Units	Double Pedestal Teacher's Desk/Table Color: Dark Brown with Lock - 2 Drawer; One File Drawer on each of the two pedestals; Atleast width 30 inches, Length 60 inches, Height 29 inches; Recessed Pulls	P 18,000.00		
3.	4	Units	Peninsula Desk/Table - No Drawer; - Dimensions: Atleast 42" Diameter x 71" W x 30" H, Steel Frame	P 28,000.00		
4.	1	Unit	3-Tier Rolling Printer Table, - Printer Stand, Blank; Rolling Printer Table - Machine Cart with Wheels; 4 Storage Spaces, which are divided into 3 layer, to store printer, computer hopst, etc. with four universal wheels that are equipped with lock; atleast length 20 inches, width 16 inches, height 26 inches	P 5,000.00		
<i>Note: For the College of Sports Science and Physical Education of the University.</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.: _____

REYNANTE ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date