



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 Digital Copier for the CN, PPO and Budget Office of the University**

Approved Budget Cost : **Php 150,000.00**

Purchase Request No.: **22-05-247**

Closing Date: **June 13, 2022 @ 10AM**

Description:

- 1.) 3 Units **DIGITAL COPIER**
- Specifications:
- \* Network printer, scanner & fax
  - \* Copy and print up to 40 pages per minute
  - \* Double sided print and Copy
  - \* Dual scan document processor
  - \* At least one cassette tray for 250 sheets each
  - \* At least one bypass tray for 100 sheets
  - \* Maximum paper size: Legal size 98.5" x 14")
  - \* Enlarge to 400%
  - \* print from and scan to USB flash drive
  - \* Capable to set password
  - \* Extra one toner cartridge

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 10:00 AM of June 13, 2022 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

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Quotation No.: \_\_\_\_\_

PR No.: PR-22-05-247

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 **June 13, 2022** 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. ON (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.	3	Units	Digital Copier  Specifications: <ul style="list-style-type: none"> <li>- Network printer, scanner &amp; fax</li> <li>- Copy and print up to 40 pages per minute</li> <li>- Double sided print and copy</li> <li>- Dual scan document processor</li> <li>- At least one cassette tray from 250 sheets each</li> <li>- At least one bypass tray for 100 sheets</li> <li>- Maximum paper size: Legal size 8.5" x 14"</li> <li>- Enlarge to 400%</li> <li>- Print from and scan to USB flash drive</li> <li>- Capable to set password</li> <li>- Extra one toner cartridge</li> </ul>	P 150,000.00		
			<i>Note: For the College of Nursing, Physical Plant, and Budget Office 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.:	_____

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA  
Canvasser

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

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

\_\_\_\_\_  
Date