



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telefax.: 062-992-4238
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 & Delivery of Various Office Equipment and Materials for the REOC**

Approved Budget Cost : **Php. 98,000.00**

Purchase Request No.: **16-05-138**

Closing Date : **July 26, 2016**

Description:

- | | | | |
|----|---|------|---|
| 1. | 3 | Unit | Steel Cabinet - with wheels and 4 drawers color: gray |
| 2. | 1 | Unit | Digital Voice Recorder - 4GB, Noise cut reduces ambient noise for clear voice playback, direct USB Built-in for easy connection to PC, Built-in lithium battery with 3-minute quick charge, with free pouch |
| 3. | 1 | Unit | Fax Machine 14.4 kbps fax modem speed, 512kb standard memory, simplify workflow with unattended faxing, copying, scanning with a 10-page automatic document feeder, up to 104 broadcast locations, automatic recognition of fax and telephone reception, auto cutter thermal fax machine, key lock system, anti curl system |
| 4. | 1 | Unit | Paper Cutter metal base, 10 x 12 inch cutting surface, paper adjuster includes auto paper pressing bar, paper size indicator: A3/B4/A4/B5/B6/B7/POST CARD AND PHOTO (L) SIZES |
| 5. | 1 | Unit | Multi-media speaker multi-media ready, low distortion circuit high power output, excellent frequency response, LED display, SD/USB input, power output: at least 20 watts |
| 6. | 3 | Unit | Jr. Executive Chair mid back chair, recliner chair, lift up and down, mesh and metal, with arm rest, color: black |
| 7. | 1 | Unit | Water Dispenser
Water Dispenser strong refrigeration, low noise, low energy high performance and high efficiency compressor cooling |

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 may obtain further information from WMSU BAC Secretariat regarding the checklist of eligibility and technical requirements.

IMPORTANT NOTICE FOR BIDDERS:

1. All bidders' are required to post a Bid Security, at least Two (2%) Percent of the ABC in the form of Cash, Cashier's Check or Manager's Check, or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.
2. The Bidder shall prepare an original of the Eligibility Documents, Technical Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". State the unit price of each item and the total bid price and also

state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.

3. Price validity shall be for a period of 120 calendar days.
4. Bidders shall submit original brochures showing certifications of the product being offered.
5. 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.
6. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

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.