



## 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: **Procurement of Various Office Equipment for the College of Science and Mathematics of the University**  
Approved Budget Cost: **PHP 732,718.22**  
Purchase Request No.: **PR 24-05-245**  
Closing Date: **July 3, 2024**  
Delivery Period: **Thirty (30) Calendar Days**  
Bid Docs: **Php 1000.00**

1.) Nine (9) units of LCD Projector

Brightness: at least 3,800 lumens  
Native Resolution: at least XGA (1024 x 768)  
Interface: USB, HDMI, VGA (optional), composite video  
With a carrying case.

2.) Ten (10) pcs of White Board

Specifications:  
.Board size: 4' x 8'  
.With Aluminum frame, stand and roller  
.With Magnetic eraser.

3.) One (1) unit of Printer

Specifications:  
.ADF Capability  
.Copy, Print, Scan, Fax  
.Bi-directional printing  
.Print Speed: (Black) up to 33ppm; (Colour) up to 15ppm  
.Maximum Copy Resolution: at least 600 x 600 dpi  
.Maximum Copy Size: Legal  
.Scanner Type: Flatbed colour image scanner  
.Maximum Scan Area: 216 x 297 mm (8.5 X 11.7")  
.Scanner Resolution: at least 1200 x 2400 DPI  
.Network: Ethernet, WI-FI IEEE 802.11b/g/n & Wi-Fi Direct

4.) Two (2) units of DESKTOP COMPUTER

Specifications:  
Processor: 6M Cache, 3.30 GHz UP TO 4.3GHz (or higher)  
Motherboard: Highly rated (branded) compatible motherboard  
Memory: 8GB DDR4 or higher  
Graphics: 2 GB DDR3 or higher  
Storage: 1TB SATA HDD + 128GB SSD  
Display: at least 21.5" LED Monitor  
Connectivity: LAN  
I/O Ports: USB ports 2.0, USB 3.0, Audio Jacks, VGA and LAN  
Accessories: Combo USB keyboard and mouse with pad, UPS with built-in AVR 720 VA or higher, Wi-Fi USB Adapter  
With latest licensed OS (Pro version 64 bit)  
With latest Office application installed

5.) Eighteen (18) units of Electric Fan

Specifications:  
.Ceiling mount, orbit type  
.Size: 16"  
.Voltage: 220-230V



- .Airflow: 2048 CFM
- .Noise Level: 52dB (A)
- .Speed Level: 3 speed.

6.) Four (4) units of Electric Fan

Specifications:

- .Industrial, ground type
- . Size: 16" Blade
- .Voltage: 220-230V
- .Speed Level: 3 speed.

7.) Six (6) units of Electric Fan

Specifications:

- .Wall mount
- .Size: 16" Blade
- .No. of Blades: 5
- .Voltage: 220-230V
- .Speed Level: 3 speed

8.) Two (2) pcs of Executive Chair (Junior)

Specifications:

- .Height: Adjustable
- .Backrest height: 28"
- .Seatpad: 19 ½ x 19 ½ "
- .With armrest
- .Metal chrome star base.

9.) One (1) piece of Executive Chair (Senior)

Specifications:

- .Height: Adjustable
- .Backrest height: 40"
- .Seatpad: 19 ½ x 19 ½ "
- .With armrest
- .Metal chrome star base
- .Material: Synthetic Leather
- .Reclinable.

10.) Three (3) pcs of Office Table

Specifications:

- .With 1/4" glasstop,
- .Dimension: 30" x 60"
- .Table Height: 30"
- .Wooden type
- .1 center drawer with lock
- .3-side drawer (left) with lock
- 3-side drawer (right) with lock.

11.) Three (3) units of Printer (3-in-1 Multifunction with Wireless Connectivity)

Specifications:

- .Function: Print, scan, copy
- .Connectivity: Wi-Fi
- .Continuous Ink Supply System

12.) Two (2) sets of DUAL WIRELESS HANDHELD PROFESSIONAL MICROPHONE

Specifications:

- With Receiver
- Infrared Pairing Frequency
- Frequency: UHF up to 800 MHz
- Distance: Up to 150 meters
- Heavy Duty



With Carrying case

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. Bidding papers may be acquired starting June 26 until July 3, 2024 from the BAC Office or download from website ([www.wmsu.edu.ph](http://www.wmsu.edu.ph)). The WESTERN MINDANAO STATE UNIVERSITY shall allow the bidder to present its proof of payment for the Bidding Documents fees before the submission of their bids, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (Php.1,000.00).(Please attached the machine copy of the Official Receipt)

2. 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.

3. The Bidder shall prepare an original of the Eligibility Documents & Technical Components and original of Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS and TECHNICAL COMPONENTS", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit one (1) set of the first and second components of its bid. 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.

4. Bid Submission will be on or before July 3, 2024 at 9:30 A.M. through Manual Submission.

5. Bid opening shall be on July 3, 2024 at 9:30 A.M. at BAC Office, 2nd Floor Administration Building, WMSU, Zamboanga City, Philippines, 7000. Bids will be opened in the presence of the Bidders representatives who choose to attend at the address above. Late bids shall not be accepted.

6. Price validity shall be for a period of 120 calendar days.

7. Bidders shall submit original brochures showing certifications of the product being offered.

8. 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.

9. 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.