



## 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 Medicine**  
Approved Budget Cost: **PHP 2,326,000.00**  
Purchase Request No.: **PR 24-09-406**  
Closing Date: **November 12, 2024 9:30 AM**  
Delivery Period: **Thirty (30) Calendar Days**  
Bid Docs: **One Thousand Pesos (Php.1,000.00)**

*1.) One (1) unit of PAPER SHREDDER*

*Specifications:*

- . *Sheet Capacity: 12 sheets of 80gsm paper*
- . *Shreds: Credit Cards, CDs, Staples*
- . *Cut Type: Micro, Particle Size: 2 x 10mm*
- . *DIN Security Level: 4, Duty Cycle: 15 minutes*
- . *BIN size is approximate 29.5 liters*
- . *Noise Level: < 60dB*
- . *Auto Start/Stop & Reverse*
- . *Full Bin Alarm, Display: LCD*
- . *Shred Speed: 3.5m/min*
- . *Dimensions: L425 x W290 x H695mm, Weight: 22.5kg*
- . *Heavy duty*
- . *Power Supply: 1 Ph, 220 V, 60 hz*
- . *Weight is approximate 22.5 kg*

*2.) Two (2) units of VACUUM CLEANER*

*Specifications:*

- . *1000W*
- . *Dust Capacity: approximately 15 liters*
- . *Vacuity or Vacuum Pressure: at least 15 Kpa*
- . *Hose Length: 2 meters*
- . *Wet and Dry Cleaning*
- . *Rating: at least 1,000 W*
- . *?Dust capacity: approximate 15 liters*
- . *?Power Supply: Wired, 1 Ph, 220 V, 60 Hz*
- . *1 set plastic tube 3pcs*
- . *1 pcs foam filter*
- . *1 pcs crevice tool*
- . *1 pcs dust collecting cloth bag*
- . *1 pcs dust grid*

*3.) Ten (10) units of ELECTRIC INSECT KILLER*

*Specifications:*

- . *220V AC*
- . *20W (UV tube lights - replaceable)*
- . *Size: 50cm x 15cm x 30cm*
- . *60hz*

*4.) Two (2) units of ELECTRIC STAPLER*

*Specifications:*

- . *Material: ABS*
- . *Color: Black*
- . *Suitable Staple: No. 35*
- . *Staple Storage: 50pcs*
- . *Size: 124 x 60 x 39 mm / Weight: 200g*



- 5.) *Five Hundred (500) pieces of ENVELOP LONG, Brown*
- 6.) *Five (5) boxes of WHITEBOARD MARKER INK REFILL  
Color: Black  
500 ml*
- 7.) *One (100) boxes of WHITEBOARD MARKER  
Size: Jumbo  
Color: Black*
- 8.) *Five Hundred (500) piece of EXPANDABLE FOLDER, Long*
- 9.) *Fifteen (15) pieces of WHITEBOARD WITH STAND AND ROLLER  
Heavy duty  
Metal Steel Frame  
8 ft x 4 ft*
- 10.) *Seventy (70) pieces of ARCH FILE, Long  
Color: Red*
- 11.) *Twenty (20) sets of RECHARGEABLE BATTERY WITH CHARGER  
9V, 650mAh, Lion  
With charger  
heavy duty*
- 12.) *Twenty (20) rolls of HDMI CABLE  
10 meters/roll  
Round Cable, Heavy duty  
Support 4k at 60Hz*
- 13.) *One Hundred (100) box of BOND PAPER, A4  
Substance 20  
5 reams/box*
- 14.) *One Hundred (100) box of BOND PAPER, Long  
Substance 20  
5 reams/box*
- 15.) *Sixty (60) packs of TISSUE  
3 ply  
12 rolls per pack*
- 16.) *Twenty-Five (25) gallon of ALCOHOL, Isopropyl 70%*
- 17.) *Forty (40) bottles of DISINFECTANT/DEODORIZER SPRAY  
Solubility: Water Soluble  
Frangrance: Crisp Linen  
Weight: at least 510g.*
- 18.) *One Hundred (100) boxes of PAPER CLIP, 33mm  
Plastic coated*
- 19.) *One Hundred (100) boxes of PAPER CLIP, 50mm  
Plastic coated*
- 20.) *Two Hundred (200) pieces of L-TYPE FOLDER, Long  
Color: Red*
- 21.) *Five (500) pieces of EXPANDABLE ENVELOP, Long*



*Plastic*

22.) *Five Hundred (500) pieces of EXPANDABLE ENVELOP, Long Brown*

23.) *One Hundred (100) packs of WIPES (WET WIPES)  
Non-Alcohol  
80 sheets per pack*

24.) *Fifty (50) boxes of STAPLE WIRE, No. 35*

25.) *Thirty (30) pieces of LOGBOOK  
500 pages*

26.) *Twenty-Nine (29) pieces of FOLDABLE TABLE, PLASTIC  
8 ft.  
Dimensions: 96 x 30 x 74 inches  
Rubber leg caps, UV protected  
Steel Frame, Thickness: 4.2 cm  
Heavy duty  
Color: Gray*

27.) *Thirty (30) pieces of FOLDABLE TABLE, PLASTIC  
6 ft.  
Dimensions: 71 x 152 x 74 cm  
Rubber leg caps, UV protected  
Steel Frame, Thickness: 4.2 cm  
Heavy duty  
Color: Gray*

28.) *Thirty (30) pieces of FOLDABLE TABLE, PLASTIC  
4 ft.  
Dimensions: 61 x 122 x 74 cm  
Rubber leg caps, UV protected  
Steel Frame, Thickness: 4.2 cm  
Heavy duty  
Color: Gray*

29.) *One Hundred (100) pieces of FOLDING CHAIR  
Color: Black  
47 x 78 x 40 cm  
Steel frame, UV protected  
Heavy duty, Good quality  
Weight capacity: 150 kg*

30.) *Ten (10) pieces of WATER CONTAINER WITH COVER  
105 Liters  
Material: PP  
Color: Red  
Good quality*

31.) *Thirty (30) pieces of DOOR KNOB  
Lever type  
Stainless Steel, Heavy duty*

32.) *Twenty (20) pieces of EXTENSION WIRE  
10 meters long  
L-type plug, #16 THW  
6 parallel outlets with ground*



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 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 October 18 to November 12, 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. Pre-Bid Conference will be on October 30, 2024 9:30 AM at BAC Office for Goods, WMSU, 2nd Floor Administration Building, Zamboanga City and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.

5. Bid Submission will be on or before November 12, 2024 9:30 A.M. through Manual Submission.

6. Bid opening shall be on November 12, 2024 9:30 AM 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.

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

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

9. 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.

10. 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.