



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 Supplies for the University***

Approved Budget Cost: ***PHP 1,313,706.25***

Purchase Request No.: ***PR 24-09-458***

Closing Date: ***December 17, 2024 at 9:30 A.M***

Delivery Period: ***Thirty (30) Calendar Days***

Bid Docs: ***Php 5,000.00***

- 1.) *Fifty (50) pcs of Sign Pen, Extra liquid or Gel, 0.5mm black*
- 2.) *One Hundred (100) pcs of Sign Pen, Extra liquid or Gel, 0.5mm blue*
- 3.) *Twenty (20) pcs of Sign Pen, Extra liquid or Gel, 0.5mm red*
- 4.) *Forty-Five (45) pcs of Battery, Dry Cell, size AA*
- 5.) *One Hundred (100) pcs of Battery, Dry Cell, size AAA*
- 6.) *Forty (40) pcs of Broom (walis tambo)*
- 7.) *Thirty (30) pcs of Broom (walis ting-ting)*
- 8.) *One Hundred Thirty-Five (135) tins of Cleanser, Toilet Bowl and Urinal, 1/2 liter*
- 9.) *One Hundred Nine (109) cans of Cleanser, Scouring Powder, 350 g*
- 10.) *Fifty (50) pouch of Detergent Powder, all purpose, 1kg*
- 11.) *Fifty (50) cans of Floor Wax, paste type, 450g*
- 12.) *Twenty-Five (25) pcs of Mop Handle Wooden, HD*
- 13.) *Seventy-Five (75) pcs of Mophead, made of rayon*
- 14.) *Ten (10) pcs of Philippine National Flag, 3x6ft*
- 15.) *Ten (10) pcs of Flash Drive, 64gb*
- 16.) *Forty (40) jars of Glue, all purpose*
- 17.) *Forty (40) box of Staple Wire, standard # 35*
- 18.) *Fifty (50) rolls of Tape, Maskin, 24 mm*
- 19.) *Fifty (50) rolls of Tape, Maskin, 48 mm*
- 20.) *Fifty (50) rolls of Tape, Packing, 48 mm*
- 21.) *Fifty (50) rolls of Tape, Packing, 24 mm*
- 22.) *Fifty (50) rolls of Tape, Transparent, 24 mm*
- 23.) *Fifty (50) rolls of Tape, Transparent, 48 mm*



- 24.) *Five (5) rolls of Twine , Plastic, 400g*
- 25.) *Four (4) unit of Calculator,12 Digits, Compact*
- 26.) *Sixty (60) boxes of Chalk, white Enamel*
- 27.) *One Hundred (100) pcs of Correction Tape, 8m*
- 28.) *Twenty (20) pcs of Data File Box made of chipboard w/ closed end*
- 29.) *Twenty (20) pcs of Data File Box made of chipboard*
- 30.) *One Thousand (1000) pcs of Envelop, Documentary A4*
- 31.) *One Thousand (1000) pcs of Envelop, Documentary Legal*
- 32.) *Seven Hundred Fifty (750) pcs of Expanding Envelop, long with garter*
- 33.) *Twenty (20) pcs of Eraser, Black/Whiteboard*
- 34.) *Fifty (50) box of Paper Fastener, non sharp edge*
- 35.) *Fifty-Four (54) box of Folder, Pressboard, long, 100pcs/box*
- 36.) *Twenty-Four (24) sets of Marker, Flourescent, 3 colored/ set*
- 37.) *Twenty-Five (25) pcs of Marker, Permanent, Bullet Tip, Blue*
- 38.) *Twenty-Five (25) pcs of Marker, Permanent, Bullet Tip, Black*
- 39.) *Twenty-Five (25) pcs of Marker, Permanent, Bullet Tip, Red*
- 40.) *Fifty (50) pcs of Whiteboard Marker, Bullet Tip*
- 41.) *Fifty (50) box of Paper Clip, vinyl/plastic coated, 33mm*
- 42.) *Fifty (50) box of Paper Clip, vinyl/plastic coated, 50mm jumbo*
- 43.) *Fifteen (15) pcs of Binding Ring/ comb plastic, 32mm*
- 44.) *Twenty (20) box of Rubber Bands, assorted colors and sizes, approx. 30 gms.*
- 45.) *Thirty (30) pcs of Stamp Pad, Violet Felt*
- 46.) *Forty (40) pcs of Stapler, Standard (#35)*
- 47.) *Fifty (50) boxes of Staple Wire Standard #35*
- 48.) *One Hundred (100) packs of Special Paper, Pale cream*
- 49.) *Two Hundred Fifty (250) bottle of Computer Ink for Brother, BT60, Black*
- 50.) *Three Hundred (300) sets of Computer Ink for Brother, BT5000, MCY,*
- 51.) *Four Hundred (400) bot of Computer Ink for Epson Printer, T6641*
- 52.) *One Hundred Ten (110) bot of Computer Ink for Epson Printer, T6642*
- 53.) *One Hundred Ten (110) bot of Computer Ink for Epson Printer, T6643*



- 54.) *One Hundred Ten (110) bot of Computer Ink for Epson Printer, T6644*
- 55.) *One Hundred (100) pcs of Record Book, 300 pages*
- 56.) *One Hundred (100) pcs of Record Book, 500 pages*
- 57.) *Seventy (70) box of Computer Continuous Form 4 ply carbonless 9-1/2 x 11*
- 58.) *Sixty (60) box of Computer Continuous Form 4 ply carbonless 9-1/2 x 13*
- 59.) *One Thousand Five Hundred (1500) reams of Bond Paper, A4, s20*
- 60.) *One Thousand (1000) reams of Bond Paper, Legal, s20*
- 61.) *Fifteen (15) pcs of Door Knob, standard size*
- 62.) *One Hundred Fifty (150) bot of Muriatic Acid, 1 liter/bot*
- 63.) *Two Hundred (200) pcs of Deodorant Cake*
- 64.) *Two Hundred (200) packs of Tissue Paper, 2 ply, 12 rolls/pack*

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 November 21, 2024 - December 17, 2024 from the BAC Office or download from website (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 Five Thousand Pesos (Php.5,000.00). (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 December 4, 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 December 17, 2024 at 9:30 A.M. through Manual Submission.
6. Bid opening shall be on December 17, 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



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Normal Road, Baliwasan Zamboanga City
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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.