



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 Diploma Jacket and Security Papers for the University Registrar's Office**

Approved Budget Cost: **PHP 1,500,000.00**

Purchase Request No.: **PR 25-01-001**

Closing Date: **February 27, 2025 9:30 AM**

Delivery Period: **45 Day/s**

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

1.) *Seven Thousand (7000) pcs of DIPLOMA JACKET*

Specification:

Cover leatherette with foam

Color: Crimson Red

Logo size: 2.5 inches Diameter

Logo in the middle

Jacket size: can hold diploma with the size of 8.5"x11", Portrait

(Please see attached sample)

2.) *Ten Thousand (10000) pcs of SECURITY PAPER (Parchment) for DIPLOMA*

Specification:

Size: 8.5 x 11" (Letter size)

Invisible security watermark (logo)

Security fiber

Word "PHOTOCOPY" is visible when duplicated

(please see attached sample design)

3.) *Fifteen Thousand (15000) pcs of SECURITY PAPER for TRANSCRIPT OF RECORDS*

Specification:

Size: 8.5 x 13" (long size)

WMSU logo printed invisible ink, visible when exposed to ultraviolet light

big WMSU Logo in the middle

Logo size: 2.5" diameter with watermark, visible when exposed to ultraviolet light

1-3/4" in diameter invisible WMSU Logo middle top portion fiber, watermarks, security fiber

Word "PHOTOCOPY" is visible when duplicated

(please see attached sample design)

GRADUATION DATES:

MAY 26 and 27, 2025 - MAIN CAMPUS

MAY 29, 2025 - ESU CAMPUS

DELIVERY PERIOD: 45 DAYS

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 January 31, 2025 until February 27, 2025, 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 February 11, 2025 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 February 27, 2025 9:30 AM through Manual Submission.
6. Bid opening shall be on February 27, 2025 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.