



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 University**

Approved Budget Cost: **PHP 1,935,400.00**

Purchase Request No.: **PR 25-02-050**

Closing Date: **June 24, 2025 at 9:30 A.M**

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

Bid Docs: **Five Thousand Pesos (Php,5,000.00)**

1.) Seven (7) pcs of SENIOR EXECUTIVE OFFICE TABLE

With 1/4" glasstop, 30" x 60", Wooden type,

With 1 center drawer with lock & 6-side (left & right) drawer, with lock

OP - 2

VPSAS - 2

VPAA - 1

CASHIER - 1

PPES - 1. ABC: Php 105,000.00

2.) Seven (7) pcs of JUNIOR EXECUTIVE OFFICE TABLE

With 1/4" glasstop, 30" x 42", Wooden type,

With 1 center drawer with lock & 6-side (left & right) drawer, with lock

VPSAS - 1

PLANNING - 3

PPES - 3. ABC: Php 94,500.00

3.) Ten (10) pcs of Office Table

1/4" Glasstop, 24" x 36 "2 drawer right with locker

PPES. ABC: Php 100,000.00

4.) Two (2) pcs of Computer Table

Triple deck, Sliding keyboard case,

With CPU/UPS base with carter wheels (rollers)

Material: Wood/Metal

VPAA. ABC: Php 19,000.00

5.) Two (2) pcs of Computer Table

Triple deck, sliding keyboard case, with CPU/UPS base with carter wheels (rollers) Material: Wood/Metal

GRRC - 1

VPSAS - 1. ABC: Php 5,600.00

6.) Eleven (11) pcs of SENIOR EXECUTIVE CHAIR

With armrest, gaslift, high back with armrest, steel stand

PHSI - 1

OP - 2

VPAA - 1

CASHIER - 1

GSO - 1

PPES - 3



VPSAS - 2. ABC: Php 82,500.00

7.) *Thirty-Seven (37) pcs of JUNIOR EXECUTIVE CHAIR*
With armrest, gaslift

HRMO - 8

CASHIER - 14

PPES - 12

GSO - 2

PMO - 1. ABC: Php 218,300.00

8.) *Forty-Six (46) pcs of Visitor's Chair*
Without armrest painted cast aluminum

VPSAS - 10

PLANNING - 2

GRRC - 26

COA - 3

CASHIER - 5. ABC: Php 119,600.00

9.) *Eleven (11) pcs of Monobloc Chair*
With arm, 100% Virgin Plastic Resin

OCTCDEM. ABC: Php 16,500.00

10.) *Seven (7) pcs of Steel Filing Cabinet*
4 drawers, horizontal type, gauge 20, with Lock

LEGAL - 1

CASHIER - 4

GSO - 2

ABC: Php 102,900.00

11.) *Forty-Three (43) pcs of Steel Filing Cabinet*
Specifications:
4 drawers, vertical type, gauge 20, with lock

PHSI - 2

OP - 3

VPSAS - 1

FINANCE - 4

HRMO - 10

OCTCDEM - 2

GRRC - 7

VPAA - 2

CASHIER - 10

PMO - 1

SCHOLARSHIP - 1. ABC: Php 602,000.00

12.) *Eight (8) pcs of 2-Door Steel Storage Cabinet*
69"H x 39-3/8"W x 18"D, Powder Coated

CASHIER. ABC: Php 240,000.00

13.) *Seven (7) pcs of Book Shelves*
With lock, Steel, Sliding Glass doors, 5 shelves, 2 columns,
L x W x H: 35.5" x 15" x 74"

PHSI - 2



PLANNING - 1

PROCUREMENT - 1

OCTCDEM - 2

VPAA - 1. ABC: Php 105,000.00

*14.) Three (3) pcs of Steel Rack Shelvings
Boltless Rack, Heavy Duty Metal*

CASHIER. ABC: Php 24,000.00

*15.) One (1) set of Conference Table with Chairs
6 seaters*

HRMO. ABC: Php 30,000.00

*16.) Four (4) pcs of White Board
4' x 8', with aluminum frame , with aluminum frame and stand with roller*

PHSI - 2

OP - 2. ABC: Php 54,000.00

*17.) One (1) pc of White Board
4' x 8', with aluminum frame , with edge protector*

PHSI. ABC: Php 9,500.00

*18.) One (1) pc of Bulletin Board
4' x 6' with stand*

PHSI. ABC: Php 5,500.00

*19.) One (1) pc of White Board
2' x 3' wall mounted, aluminum frame with edge protection*

VPAA. ABC: Php 1,500.00

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 (Eligibility Checklist can be downloaded in the associated components of this Invitation to Bid).

IMPORTANT NOTICE FOR BIDDERS:

1. Bidding papers may be acquired starting May 30 to June 24, 2025, from the BAC Office or download from agency website (www.wmsu.edu.ph) and PhilGEPS website. 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 proposal duly signed by your representative in a sealed envelope. Failure to submit any of the eligibility documents, technical components and financial proposal during bid opening will result in disqualification.

4. Pre-Bid Conference will be on June 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 June 24, 2025 at 9:30 A.M. through Manual Submission.

6. Bid opening shall be on June 24, 2025 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.

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.