



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 Office Supplies for the University (Rebid)**

Approved Budget Cost: **PHP 943,753.00**

Purchase Request No.: **PR 25-03-106 Rebid**

Closing Date: **June 3, 2025 9:30 A.M.**

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

Bid Docs: **Php 1,000.00**

1.) One Hundred Forty (140) ream of BOND PAPER, A4, Sub 28, GSM 100

TEC. ABC: Php 72,100.00

*2.) Seventy (70) ream of BOND PAPER (FOR TEST BOOKLET)
A4, Sub 16, GSM 70*

TEC. ABC: Php 14,700.00

3.) Seventy (70) ream of BOND PAPER, A4, Sub 18, GSM 80

TEC. ABC: Php 16,100.00

4.) Two (2) ream of BOND PAPER, 12" x 18", Sub 24, GSM 80

TEC. ABC: Php 800.00

5.) Thirty (30) ream of Bond Paper, Short, 70 gsm Subs. 20

GUIDANCE. ABC: Php 6,300.00

6.) Four Hundred Eighty-Three (483) ream of Bond Paper. Long, 70 gsm, Subs. 20

GUIDANCE - 30

LIBRARY - 130

ATHLETICS/SCUAA - 30

CN-RLE - 293. ABC: Php 111,090.00

7.) One Hundred Twenty-Eight (128) ream of BOND PAPER, LEGAL (8.5 x 13), Subs. 24, 80 gsm

TEC - 70

MEDICAL - 10

GUIDANCE - 30

NSTP - 13

CFES - 5. ABC: Php 34,560.00

8.) Tow Hundred Twenty-Two (222) ream of Bond Paper, A4, 80 gsm, Subs. 24

CFES - 5

MEDICAL - 15

GUIDANCE - 9

LIBRARY - 151

ATHLETIC/SCUAA - 28

NSTP - 14. ABC: Php 51,060.00



9.) *Two Hundred Sixty-Two (262) ream of Book Paper, A4, 70 gsm, Subs. 20*

GUIDANCE - 2

CN-RLE - 260

ABC: Php 60,260.00

10.) *Three (3) box of Continuous Form, 3 ply, 280 mm x 241 mm*

TEC. ABC: Php 3,150.00

11.) *Fifty (50) box of Vellum, Short 160 gsm, white*

CN-RLE. ABC: Php 60,000.00

12.) *Fifty (50) box of Vellum, long, 160 gsm, white*

CN-RLE. ABC: Php 60,000.00

13.) *One (1) box of Vellum, White, 100gsm, 8.5 x 11 (letter)*

GUIDANCE. ABC: Php 1,300.00

14.) *Five (5) packs of Vellum Paper, long, 100 sheets/pack*

ATHLETIC/SCUAA. ABC: Php 1,750.00

15.) *Three (3) ream of Special Paper, long, 200 gsm*

GUIDANCE. ABC: Php 1,350.00

16.) *One Hundred Five (105) pack of Special Paper, A4, 180 gsm, white, 10s/pack*

LIBRARY. ABC: Php 6,300.00

17.) *Three (3) ream of Construction Paper, Letter Size, Assorted Colors*

GUIDANCE. ABC: Php 630.00

18.) *Forty (40) pack of Construction Paper, assorted color, 9" x 12", 20 pcs/pack*

LIBRARY. ABC: Php 1,360.00

19.) *Two (2) ream of Laid Paper, 8.5" x 13", 85 gsm, cornfield cream color, 500's/ream*

LIBRARY. ABC: Php 3,600.00

20.) *Ten (10) pack of Paper Sticker, Long, White*

GUIDANCE. ABC: Php 800.00

21.) *Thirty-Five (35) pack of Sticker Paper, A4, Matte Sticker, Inkjet Printer Friendly, 10s/pack*

LIBRARY - 15

GUIDANCE - 20. ABC: Php 3,115.00

22.) *One Hundred (100) roll of Barcode Sticker, short, 80 gsm, matte*

LIBRARY. ABC: Php 7,000.00



23.) *Five (5) pack of Color Paper, short size, 20 pcs/pack*

LIBRARY. ABC: Php 200.00

24.) *Fifty-Two (52) pack of Photo Paper, A4 Size, Plain White, Glossy, 230 gsm, 20 Pcs/ pack*

GUIDANCE - 17

ATHLETICS/SCUAA - 20

LIBRARY - 15. ABC: Php 4,940.00

25.) *One Hundred (100) pack of Photo Paper Matte A4, 180 gsm, 20s/pack*

LIBRARY. ABC: Php 5,000.00

26.) *Three (3) pcs of Clearbook, legal size, Green*

GUIDANCE. ABC: Php 135.00

27.) *Three (3) pcs of Clearbook, A4, Green*

GUIDANCE. ABC: Php 120.00

28.) *One Hundred Fifty (150) pcs of Jacket Certificate, A4 size, Plain*

CN-RLE. ABC: Php 4,500.00

29.) *One Hundred (100) pcs of Jacket Certificate, Legal Size, Plain*

CN-RLE. ABC: Php 3,000.00

30.) *Fifty (50) pcs of Jacket Certificate, plastic transparent, Long*

GUIDANCE. ABC: Php 2,100.00

31.) *Six (6) roll of Plastic Cover, 48" x 50 yards/roll*

LIBRARY. ABC: Php 5,400.00

32.) *One (1) box of Mailing Envelope with window*

TEC. ABC: Php 635.00

33.) *Eight (8) box of Mailing Envelope*

OCTA - 2

GUIDANCE - 1

CN-RLE - 5 . ABC: Php 4,520.00

34.) *One Hundred (100) pcs of Mailing Envelop*

ATHLETIC/SCUAA. ABC: Php 200.00

35.) *Four Hundred Ninety (490) pcs of Documentary Envelope, Long, Brown*

GUIDANCE - 100

MEDICAL - 200

LIBRARY - 190 ABC: Php 1,960.00

36.) *Twenty (20) pcs of Documentary Envelope, short, brown*

LIBRARY. ABC: Php 60.00



37.) *Two Hundred (200) pcs of Documentary Envelop, A4, brown*

MEDICAL. ABC: Php 400.00

38.) *Three (3) box of Documentary Envelope, legal*

OCTA - 2

CN-RLE - 1 . ABC: Php 3,900.00

39.) *Three Hundred Twenty (320) pcs of Expandable Envelope with garter, long*

LIBRARY - 220

TEC - 50

GUIDANCE - 50 ABC: Php 5,120.00

40.) *Fifty-Four (54) pcs of Expandable Folder, long*

LIBRARY - 10

ATHLETIC/SCUAA - 44. ABC: Php 918.00

41.) *Two Hundred (200) pcs of Folder White, A4*

MEDICAL. ABC: Php 1,400.00

42.) *One Hundred Sixty (160) pcs of Folder White, long*

LIBRARY. ABC: Php 1,440.00

43.) *Thirty (30) pcs of Plastic Folder, red color, long*

LIBRARY. ABC: Php 480.00

44.) *Five (5) pack of Cartolina, Assorted Color, 20 pcs/pack*

LIBRARY. ABC: Php 825.00

45.) *Ten (10) pcs of Cartolina*

ATHLETIC/SCUAA . ABC: Php 150.00

46.) *Two (2) pad of PVC Cutting Mat, A3, 455 x 305 x 3 mm, pad*

LIBRARY. ABC: Php 540.00

47.) *Twenty-One (21) pad of Sticky Notes, 3 x 3 inches, 100 sheets/pad*

LIBRARY. ABC: Phpf 441.00

48.) *One Hundred (100) pcs of Correction Tape, 30 m long*

TEC. ABC: Php 5,000.00

49.) *Sixty-Seven (67) pcs of Correction Tape, 8 m long*

GUIDANCE - 15

LIBRARY - 37

MEDICAL - 15. ABC: Phpf 1,340.00

50.) *Three Hundred Fifty-Three (353) pcs of White Board Marker Bullet Tip*



(Black)

ATHLETIC/SCUAA - 50
MEDICAL - 5
GUIDANCE - 5
OCTA - 5
CN-RLE - 56

(Blue)

ATHLETIC/SCUAA - 50
MEDICAL - 5
GUIDANCE - 5
CN-RLE - 56

(Red)

ATHLETIC/SCUAA - 50
GUIDANCE - 5
OCTA - 5
CN-RLE - 56. ABC: Php 8,825.00

51.) Six (6) pcs of Permanent Marker, chisel tip

Black

LIBRARY - 4

Blue

LIBRARY - 2. ABC: Php 240.00

52.) One Hundred Twelve (112) pcs of Permanent Marker, bullet tip

Black

ATHLETIC/SCUAA - 6

OCTA - 5

TEC - 20

Library - 24

Red

ATHLETIC/SCUAA - 6

TEC - 20

Blue

ATHLETIC/SCUAA - 6

OCTA - 5

TEC - 20. ABC: Php 2,240.00

53.) Seventeen (17) bottle of Alcohol, 70% isopropyl, 500 ml.

TEC - 10

LIBRARY - 2

ATHLETIC/SCUAA - 5. ABC: Php 1,530.00

54.) Five (5) gallon of Alcohol, Isoprophyl 70% Solution

GUIDANCE - 3

LIBRARY - 2. ABC: Php 2,390.00

55.) One Hundred Fifty-Two (152) sets of Printer Ink for Epson Printer (CYMB)

MEDICAL - 9

GUIDANCE - 13

LIBRARY - 18

CSSPE - 12



ATHLETIC/SCUAA - 5

CN-RLE - 94

TEC - 1. ABC: Php 192,888.00

56.) Ten (10) set of Printer Ink for Existing Brother Printer Brother DCP T700W-BT5000 (CYMB)

GUIDANCE - 10. ABC: Php 16,000.00

57.) Seventy-Nine (79) bottle of Printer Ink, Epson T6641 - Black

MEDICAL - 10

LIBRARY - 15

CN-RLE - 50

TEC - 4. ABC: Php 23,700.00

58.) Twenty (20) box of Paper clip, Vinyl/Plastic Coated 50mm, Jumbo

MEDICAL - 20. ABC: Php 440.00

59.) Ten (10) pcs of Scissors, Symmetrical or Ayssmetrical, 7 inches

MEDICAL - 10. ABC: Php 300.00

60.) Ten (10) pcs of Cutter/Utility Knife, for general purpose, retractable blade

TEC - 10. ABC: Php 400.00

61.) Three Hundred Forty-Eight (348) pcs of Sign Pen Blue Liquid or Gel, 0.5mm

Black

MEDICAL - 100

GUIDANCE - 30

OCTA - 17

Blue

MEDICAL - 100

GUIDANCE - 30

OCTA - 17

Library - 36

Red

OCTA - 18. ABC: Php 5,220.00

62.) Thirty-Nine (39) pcs of Sign Pen, Gel type, 0.7mm Tip

Blue

GUIDANCE - 30

Black

OCTA - 9. ABC: Php 1,365.00

63.) Five (5) pcs of Sign Pen, Gel type, 0.3 mm Tip, Black

OCTA. ABC: Php 156.00

64.) Fourteen (14) box of Ordinary Ballpen, 25 pcs/box

Black

LIBRARY - 3



Guidance - 2
SCUAA - 2

Blue
LIBRARY - 5
Guidance - 2. ABC: Php 3,080.00

65.) Thirty-Eight (38) box of Staple Wire Standard #35 (heavy duty)

MEDICAL - 10
GUIDANCE - 10
LIBRARY - 18. ABC: Php 1,178.00

66.) Five (5) box of Staple Wire, heavy duty (binder type), 23/13

OCTA. ABC: Php 170.00

67.) Ten (10) box of Staple Wire, #10, width 12 mm, leg length 10mm

GUIDANCE. ABC: Php 250.00

68.) Twenty-One (21) pcs of Stapler #35

MEDICAL - 10
GUIDANCE - 3
LIBRARY - 8. ABC: Php 2,352.00

69.) Eleven (11) pcs of Tape Dispenser, Table Top

MEDICAL - 2
GUIDANCE - 2
LIBRARY - 7. ABC: Php 1,320.00

70.) Five (5) roll of Masking Tape, 24mm, 1"

OCTA. ABC: Php 130.00

71.) One Hundred Forty-Six (146) roll of Masking Tape, 48 mm, 2"

OCTA - 5
ATHLETIC/SCUAA - 72
LIBRARY - 14
GUIDANCE - 5
TEC - 50. ABC: Php 8,030.00

72.) One Hundred Forty-Two (142) roll of Tape, Transparent, 24mm, 1"

LIBRARY - 58
OCTA - 13
GUIDANCE - 5
TEC - 66
ABC: Php 1,278.00

73.) One Hundred Sixty-Nine (169) roll of Tape, transparent, 48 mm, 2"

OCTA - 7
LIBRARY - 61
MEDICAL - 20
GUIDANCE - 5
TEC - 76. ABC: Php 2,873.00



74.) *Forty-Three (43) roll of Packing Tape, 48mm*

LIBRARY - 1

GUIDANCE - 6

TEC - 36. ABC: Php 1,548.00

75.) *Thirty-One (31) roll of Double-sided Tape, 1 inch*

GUIDANCE - 5

Library - 26. ABC: Php 651.00

76.) *Five (5) roll of Double-sided Tape, 2 inches*

GUIDANCE. ABC: Php 290.00

77.) *Six (6) pcs of Glue Tape, 6mm x 8m with refill*

LIBRARY. ABC: Php 600.00

78.) *Two (2) pcs of Glue Gun, small size*

GUIDANCE. ABC: Php 400.00

79.) *One (1) gallon of WHITE GLUE, Non-toxic, non flammable*

TEC . ABC: Phpf 580.00

80.) *Ten (10) pack of Glue Stick, small, 7.5" long,
6 pcs/pack*

LIBRARY - 7

GUIDANCE - 3. ABC: Php 300.00

81.) *Two (2) bottle of PADDING GLUE, Red, 500grams/bottle*

TEC. ABC: Php 680.00

82.) *Eighteen (18) bottle of Glue, 130 grams/bottle*

LIBRARY. ABC: Php 1,188.00

83.) *Three (3) bottle of Rugby Contact Cement, 300 ml.*

LIBRARY. ABC: Php 270.00

84.) *Two Hundred Sixty (260) pack of Battery, Dry Cell, AAA*

LIBRARY - 28

GUIDANCE - 10

CN-RLE - 222. ABC: Php 6,500.00

85.) *Two Hundred Five (205) pack of Battery, Dry cell AA*

GUIDANCE - 10

LIBRARY - 32

ATHLETIC/SCUAA - 16

CN-RLE - 147. ABC: Php 4,100.00

86.) *Twenty-Three (23) box of Binder clip, 51mm*



GUIDANCE - 10

LIBRARY - 13. ABC: Php 1,886.00

87.) Forty-Seven (47) box of Binder clip, 32mm

GUIDANCE - 35

LIBRARY - 12. ABC: Php 705.00

88.) Twenty-One (21) box of Binder clip, 25mm

GUIDANCE - 10

LIBRARY - 11. ABC: Php 630.00

89.) Ten (10) box of Binder clip, 19mm

GUIDANCE. ABC: Php 210.00

90.) Ten (10) box of Binder clip, 15mm

GUIDANCE. ABC: Php 170.00

91.) Eleven (11) box of Paper Clip, vinyl/plastic coated, 50mm

LIBRARY. ABC: Php 242.00

92.) Twenty-Five (25) pcs of Record Book, 300 PAGES, 214mm x 278mm

OCTA - 5

CN-RLE - 20. ABC: Php 1,625.00

93.) Thirty-Two (32) pcs of Record Book, 500 PAGES, 214mm x 278mm

OCTA - 5

LIBRARY - 7

CN-RLE - 20. ABC: Php 3,040.00

94.) One (1) pc of Paper Trimmer, A4

LIBRARY. ABC: Php 470.00

95.) Eleven (11) pcs of Scissors, Symmetrical or Asymmetrical, 7-6" min.

LIBRARY - 9

OCTA - 2. ABC: Php 550.00

96.) Ten (10) pcs of Cutter Knife, 9mm retractable blade

LIBRARY - 5

ATHLETIC/SCUAA - 5. ABC: Php 500.00

97.) Two (2) pcs of Cutter Blades, 9mm/tube

LIBRARY. ABC: Php 60.00

98.) Ten (10) box of Fastener, 70mm, vinyl coated

OCTA - 5

CN-RLE - 5. ABC: Php 600.00



99.) *Seventeen (17) box of Fastener, non-sharp edge (metal),
50 sets/box*

LIBRARY - 11

ATHLETIC/SCUAA - 6. ABC: Php 782.00

100.) *Thirty-One (31) box of Pencil lead/graphite with eraser, 12 pcs/box*

GUIDANCE - 25

LIBRARY - 1

ATHLETIC/SCUAA - 5. ABC: Php 2,108.00

101.) *Seven (7) pcs of Pencil Sharpener, heavy duty, manual table type sharpener*

TEC - 1

CN-RLE - 6. ABC: Php 1,820.00

102.) *Ten (10) pcs of Rubber Eraser*

GUIDANCE. ABC: Php 170.00

103.) *Twenty (20) pcs of Eraser, felt for blackboard/whiteboard*

CN-RLE. ABC: Php 300.00

104.) *Four (4) pcs of Dater Stamp*

TEC - 2

OCTA - 2. ABC: Php 2,256.00

105.) *Six (6) pcs of Stamp Pad, Violet Felt 3 x 5*

LIBRARY. ABC: Php 264.00

106.) *Twenty (20) bottle of Stamp Pad Ink, Violet*

LIBRARY - 18

TEC - 2. ABC: Php 340.00

107.) *Two (2) pcs of PAPER TRAY ORGANIZER, 3 layers, metal, mesh type, gray color*

TEC. ABC: Php 1,500.00

108.) *Nineteen (19) pcs of Filing Box , Long, H-9 1/2" x W-5" x L-16"*

GUIDANCE - 15

OCTA - 4. ABC: Php 2,470.00

109.) *Fifteen (15) pcs of Arch File, 2 ring, 3" long size, side clip*

GUIDANCE. ABC: Php 2,250.00

110.) *Fifteen (15) pcs of Arch File, 2 ring, 3" A4 size, side clip*

GUIDANCE. ABC: Php 1,650.00

111.) *Thirteen (13) pcs of Puncher, heavy duty steel, 2 holes*

GUIDANCE - 2

LIBRARY - 11. ABC: Php 2,314.00



112.) One (1) pc of Cash Box

Material: Metal

Design: five (5) compartments of cantilever tray for coins and four (4) spring clips for Paper bills

Dimensions: 30cm x 24cm x 9cm

LIBRARY. ABC: Php 600.00

113.) Four (4) box of Thumb Tacks, regular, high quality, 2 dozen/box

LIBRARY. ABC: Php 400.00

114.) Seven (7) pack of Push Pin Push Pin, assorted color, 50 pcs/pack

LIBRARY. ABC: Php 350.00

115.) Three (3) pcs of Ruler, transparent, 12 inches long

LIBRARY. ABC: Php 75.00

116.) Seven (7) pcs of Ruler, transparent, 6 inches long

LIBRARY. ABC: Php 105.00

117.) One Hundred Fifty (150) pcs of ID Jacket

ATHLETIC/SCUAA. ABC: Php 1,800.00

118.) One Hundred Fifty (150) pcs of ID Lanyard

ATHLETIC/SCUAA. ABC: Php 1,200.00

119.) Three (3) pcs of Wall Clock, Analog, 12 inches

LIBRARY. ABC: Php 600.00

120.) Two (2) pack of Cotton (Big)

ATHLETIC/SCUAA. ABC: Php 100.00

121.) Forty (40) pack of Wet Wipes

ATHLETIC/SCUAA. ABC: Php 2,000.00

122.) Seventy-Five (75) pack of Toilet Tissue Paper, 2 ply, 12 roll/pack

MEDICAL - 15

OCTA - 10

CN-RLE - 50. ABC: Php 8,250.00

123.) One Hundred Ten (110) pack of INTERFOLDED PAPER TOWEL

OCTA - 10

CN-RLE - 100. ABC: Php3,850.00

124.) Twenty-Four (24) pcs of Bath Towel, standard size, thick mesh, White

CN-RLE. ABC: Php 7,200.00



125.) Twenty-Four (24) dozen of Face Towel, white, rectangular

CN-RLE. ABC: Php 7,200.00

126.) Twenty-Four (24) pcs of Paper Towel/DISPOSABLE UNDERPADS, square, thick mesh, 10 pcs/pack

CN-RLE. ABC: Php 7,200.00

127.) Twenty-Four (24) pcs of Pillow Case, White, Rectangular Size, W 20" x 30" L

CN-RLE. ABC: Php 1,200.00

128.) Twenty-Four (24) pcs of Bedsheets, White, Rectangular Size, W 46" x 70" L

CN-RLE. ABC: Php 7,200.00

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 21 to June 3, 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 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 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.

6. Bid Submission will be on or before June 3, 2025 9:30 A.M. through Manual Submission.

7. Bid opening shall be on June 3, 2025 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.

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

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

10. Warranty shall be for a period of Six (6) months for supplies and materials. One (1) year



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
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for equipment, from date of acceptance by **WESTERN MINDANAO STATE UNIVERSITY**.

11. 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.