



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 Medallion for the University Registrar**

Approved Budget Cost: **PHP 572,760.00**

Purchase Request No.: **PR 26-01-003**

Closing Date: **January 20, 2026 9:30 AM**

1.) *Ten (10) pcs of GOLD MEDALLION (Academic Awards)*

Specification:

Brass coated

3" diameter

3mm in thickness

LANYARD

Velvet ribbon

Color: Crimson Red

Size: 20" length x 2" Width. ABC: Php 5,160.00

2.) *Two Hundred Fifty (250) pcs of SILVER MEDALLION (Academic Awards)*

Specification:

Brass coated

3" diameter

3mm in thickness.

LANYARD

Velvet ribbon

Color: Crimson Red

Size: 20" length x 2" Width. ABC: Php 129,000.00

3.) *Eight Hundred Fifty (850) pcs of BRONZE MEDALLION (Academic Awards)*

Specification:

Brass coated

3" diameter

3mm in thickness.

LANYARD

Velvet ribbon

Color: Crimson Red

Size: 20" length x 2" Width

Please see attached sample design

Delivery: on or before April 30, 2026

ABC: Php 438,600.00

NOTE: BIDDER MUST SUBMIT THEIR SAMPLE MEDALLION.

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. 12009 (New Government Procurement Reform Act) and its Implementing Rules and Regulations.

In compliance with RA 12009 Documentary Requirements interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration, Income tax Return (ITR), Omnibus Sworn Statement (OSS) and other relevant documents (if necessary), upon the submission of quotation.



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Normal Road, Baliwasan Zamboanga City
www.wmsu.edu.ph
Telephone: 062-991-1771 LOC 1003



Award of contract shall be made to the LCRB, MEARB, MARB or HRRB, SCRB, as the case maybe, which complies with the necessary description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative/s.

Submission of Quotation and eligibility documents is on or before January 20, 2026 9:30 AM at the Procurement Office, Ground Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually or email (bac@wmsu.edu.ph).

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003

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.

REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.: _____

PR-26-01-003

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than JAN 20 2026 at 9:30 A.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

NOTE:

- 1 SUPPLIERS SHALL SUBMIT THEIR REQUEST FOR QUOTATION (RFQ) DULY SIGNED IN A SEALED MAIL/BROWN ENVELOPE
2 DELIVERY PERIOD _____ CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER.
3 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
4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

Table with 6 columns: Item No., Qty, Unit, Item and Description, Approved Budget for the Contract (ABC), Unit Cost, Total Cost. It contains 3 rows of item specifications for Gold, Silver, and Bronze Medallions with lanyards.

EPS Reference Number : _____
EPS Solicitation Number : _____
EPS Closing Date : _____

1 of 2

Brand & Model : _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

PhilGEPS Certificate No.: _____
Certificate Reference No.: _____

REY ESPIRITUSANTO / DANNI VINCENT VILLAREAL
Canvasser

Printed Name/Signature
Tel. No./Cellphone #
Date

REQUEST FOR QUOTATION
Western Mindanao State University

Quotation No.: _____

PR-26-01-003

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than JAN 20 2026 at 9:30 A.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

NOTE:

- 1 SUPPLIERS SHALL SUBMIT THEIR REQUEST FOR QUOTATION (RFQ) DULY SIGNED IN A SEALED MAIL/BROWN ENVELOPE
2 DELIVERY PERIOD _____ CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER.
3 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
4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

Table with 4 columns and 2 rows. Row 1: LANYARD, Velvet ribbon, Color: Crimson Red, Size: 20" length x 2" Width, Please see attached sample design, Delivery: on or before April 30, 2026, NOTE: BIDDER MUST SUBMIT THEIR SAMPLE MEDALLION. 516.00/pcs. Row 2: NOTE: REGISTRAR'S OFFICE

Total: _____

EPS Reference Number : _____ Brand & Model : _____
EPS Solicitation Number : _____ Delivery Period : _____
EPS Closing Date : _____ Warranty : _____
Price Validity : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

PhilGEPS Certificate No.: _____
Certificate Reference No.: _____

REY ESPIRITUSANTO / DANNI VINCENT VILLAREAL
Canvasser

Printed Name/Signature
Tel .No./Cellphone #
Date



Western Mindanao State University
Zamboanga City
BIDS AND AWARDS COMMITTEE

Received by: fu
Date & Time: JAN 09 2026