



## 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](http://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

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	10	pcs	<b>GOLD MEDALLION (Academic Awards)</b> <i>Specification:</i> <i>Brass coated</i> <i>3" diameter</i> <i>3mm in thickness</i>  <i>LANYARD</i> <i>Velvet ribbon</i> <i>Color: Crimson Red</i> <i>Size: 20" length x 2" Width. 516.00/pcs.</i>	P 5,160.00		
2.	250	pcs	<b>SILVER MEDALLION (Academic Awards)</b> <i>Specification:</i> <i>Brass coated</i> <i>3" diameter</i> <i>3mm in thickness.</i>  <i>LANYARD</i> <i>Velvet ribbon</i> <i>Color: Crimson Red</i> <i>Size: 20" length x 2" Width. 516.00/pcs.</i>	P129,000.00		
3.	850	pcs	<b>BRONZE MEDALLION (Academic Awards)</b> <i>Specification:</i> <i>Brass coated</i> <i>3" diameter</i> <i>3mm in thickness.</i>	P438,600.00		

EPS Reference Number : \_\_\_\_\_

Brand & Model : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

EPS Solicitation Number : \_\_\_\_\_

EPS Closing Date : \_\_\_\_\_

**1 of 2**

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 ESPIRITU SANTO* / *DANNI VINCENT VILLAREAL*

Canvasser

Printed Name/Signature

Tel. No./Cellphone #

Date

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Western Mindanao State University

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**PR-26-01-003**

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		<p>LANYARD Velvet ribbon Color: Crimson Red Size: 20" length x 2" Width</p> <p><i>Please see attached sample design</i></p> <p><i>Delivery: on or before April 30, 2026</i></p> <p><b>NOTE: BIDDER MUST SUBMIT THEIR SAMPLE MEDALLION. 516.00/pcs.</b></p>		
		<b>NOTE: REGISTRAR'S OFFICE</b>		

Total: \_\_\_\_\_

**2 of 2**

EPS Reference Number : \_\_\_\_\_

Brand & Model : \_\_\_\_\_

EPS Solicitation Number : \_\_\_\_\_

Delivery Period : \_\_\_\_\_

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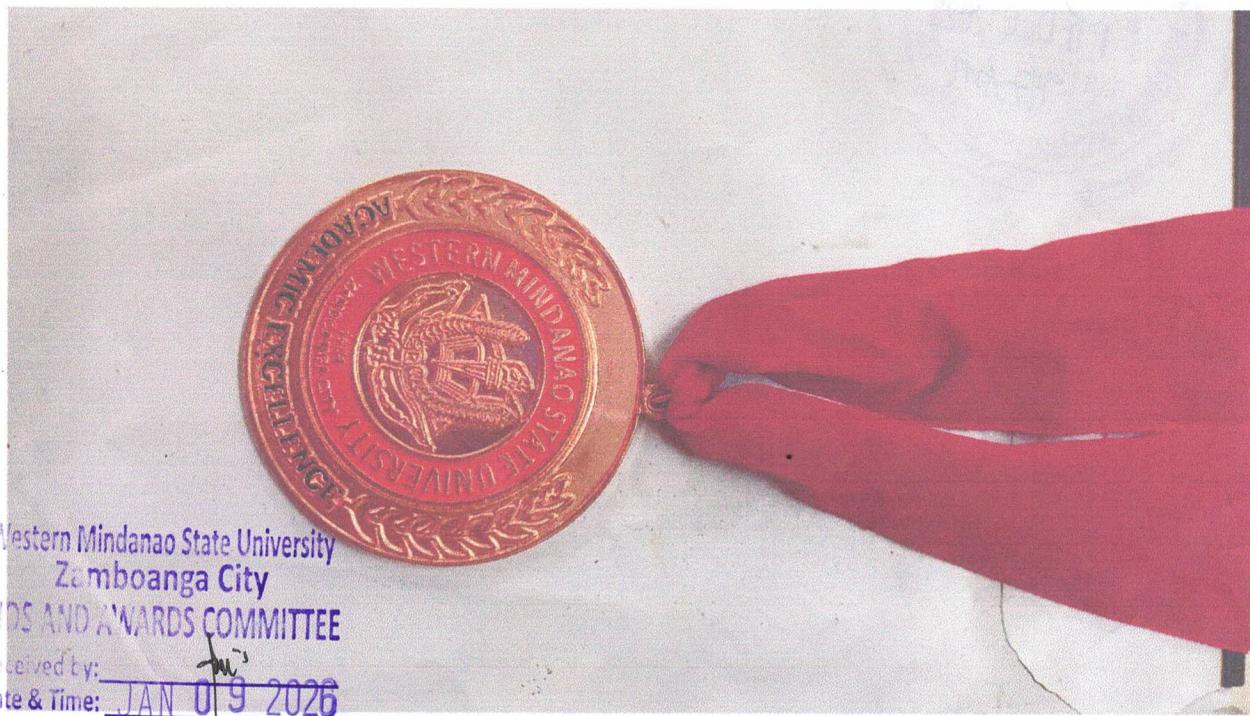
PhilGEPS Certificate No.: \_\_\_\_\_  
Certificate Reference No.: \_\_\_\_\_

  
REY ESPIRITU SANTO / DANNI VINCENT VILLAREAL  
Canvasser

Printed Name/Signature \_\_\_\_\_

Tel. No./Cellphone # \_\_\_\_\_

Date \_\_\_\_\_



Western Mindanao State University  
Zamboanga City  
BIDS AND AWARDS COMMITTEE  
Received by: *[Signature]*  
Date & Time: JAN 09 2026