



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 Supplies for the University Registrar**

Approved Budget Cost: **PHP 371,945.00**

Purchase Request No.: **PR 26-01-005**

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

1.) *Five Hundred (500) reams of Bond paper*

8.5"x13" (long) substance 20. ABC: Php 150,000.00

2.) *Five Hundred (500) reams of Bond paper A4 substance 20. ABC: Php 135,000.00*

3.) *Five (5) sets of Printer Ink*

for existing Epson Printer, Ink# 664 (CYMB) ABC: Php 6,675.00

4.) *One Hundred (100) pcs of Sign Pen,*

black, gel type, 1.0 mm tip . ABC: Php 5,000.00

5.) *Twenty (20) boxes of Sign pen,*

black, gel type, 0.5 mm tip (1 doz/box) ABC: Php 5,500.00

6.) *Fifty (50) pcs of Metal Desk organizer (Single) ABC: Php 12,500.00*

7.) *Five Hundred (500) pcs of Expanding Envelope with garter tie ABC: Php 14,000.00*

8.) *Thirty (30) pcs of Stapler #35 heavy duty ABC: Php 3,450.00*

9.) *Fifty (50) boxes of Paper clip,*

vinyl coated, 50mm, jumbo size ABC: Php 1,150.00

10.) *Fifty (50) boxes of Staple wire standard #35 ABC: Php 1,750.00*

11.) *Twenty (20) pcs of Puncher,*

heavy duty, 2-hole, 82 gsm ABC: Php 4,200.00

12.) *Five Hundred (500) pcs of Expanding folder,*

long size ABC: Php 10,000.00

13.) *Fifty (50) bottles of White Glue,*

130 gms/btl. ABC: Php 3,500.00

14.) *Twenty (20) boxes of Mailing envelope,*

long, 500 pcs/box. ABC: Php 6,720.00

15.) *Fifty (50) packs of Notarial Seal, #23 gold*

10 small box per pack. ABC: Php 12,500.00

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. 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 and other relevant



documents (if necessary), upon the submission of quotation.

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-26-01-005

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.	500	reams	<i>Bond paper</i> 8.5"x13" (long) substance 20. 300.00/reams.	P150,000.00		
2.	500	reams	<i>Bond paper A4 substance 20. 270.00/reams.</i>	P135,000.00		
3.	5	sets	<i>Printer Ink</i> for existing Epson Printer, Ink# 664 (CYMB) . 1,335.00/sets.	P 6,675.00		
4.	100	pcs	<i>Sign Pen,</i> black, gel type, 1.0 mm tip . 50.00/pcs.	P 5,000.00		
5.	20	boxes	<i>Sign pen,</i> black, gel type, 0.5 mm tip (1 doz/box) 275.00/boxes.	P 5,500.00		
6.	50	pcs	<i>Metal Desk organizer (Single).</i> 250.00/pcs.	P 12,500.00		
7.	500	pcs	<i>Expanding Envelope with garter tie</i> . 28.00/pcs.	P 14,000.00		
8.	30	pcs	<i>Stapler #35 heavy duty</i> . 115.00/pcs.	P 3,450.00		
9.	50	boxes	<i>Paper clip,</i> vinyl coated, 50mm, jumbo size 23.00/boxes.	P 1,150.00		
10.	50	boxes	<i>Staple wire standard #35</i> . 35.00/boxes.	P 1,750.00		
11.	20	pcs	<i>Puncher,</i> heavy duty, 2-hole, 82 gsm . 210.00/pcs.	P 4,200.00		
12.	500	pcs	<i>Expanding folder,</i> long size . 20.00/pcs.	P 10,000.00		
13.	50	bottles	<i>White Glue,</i>	P 3,500.00		

EPS Reference Number : _____

1 of 2

Brand & Model
Delivery Period
Warranty
Price Validity

EPS Solicitation Number : _____

EPS Closing Date : _____

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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- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

			<i>130 gms/btl. 70.00/bottles.</i>		
14.	20	boxes	<i>Mailing envelope, long, 500 pcs/box. 336.00/boxes.</i>	P 6,720.00	
15.	50	packs	<i>Notarial Seal, #23 gold 10 small box per pack. 250.00/packs.</i>	P 12,500.00	
			NOTE: REGISTRAR'S OFFICE		

Total: _____

2 of 2

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

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 ESPIRITU SANTO / DANNI VINCENT VILLAREAL
Canvasser

Post by:

Printed Name/Signature _____

Tel. No./Cellphone # _____

Date _____