



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 Printing Supplies for the University Press**

Approved Budget Cost: **PHP 514,100.00**

Purchase Request No.: **PR 26-02-057**

Closing Date: **March 17, 2026, Tuesday @ 9:30 AM**

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

Bid Docs: **One Thousand Pesos (Php.1,000.00)**

- 1.) *Five Thousand (5000) pcs of Kromekote Paper #189, size 13" x 18". ABC: Php 45,000.00*
- 2.) *Five Thousand (5000 pcs of Kromekote Paper #189, size 12.5" x 18". ABC: Php 45,000.00*
- 3.) *Three Hundred (300) reams of Book Paper size: 11 x 17 inches, #60. ABC: Php 180,000.00*
- 4.) *Two Hundred (200) reams of Book Paper size: 8.5" x 13", 70 GSM, Substance 20. ABC: Php 59,600.00*
- 5.) *Two Hundred (200) reams of Book Paper size: A4, 70 GSM, Substance 20 ABC: Php 50,400.00*
- 6.) *Twenty (20) reams of Book Paper size: 8.5" x 11", 70 GSM, Substance 20 ABC: Php 5,040.00*
- 7.) *Ten (10) packs of White Vellum 8.5" x 11" (Short size) 230 GSM. ABC: Php 3,060.00*
- 8.) *Ten (10) packs of White Vellum 8.5" x 13 (Long size) 230 GSM. ABC: Php 3,660.00*
- 9.) *Ten (10) packs of White Vellum A4 230 GSM, 100 sheets/pack. ABC: Php 3,660.00*
- 10.) *Ten (10) packs of Parchment Paper 8.5" x 11" (Short size) ABC: Php 3,040.00*
- 11.) *Ten (10) packs of Parchment Paper A4 50 pieces/pack. ABC: Php 2,760.00*
- 12.) *Two (2) boxes of Laid Bond size: 8.5" x 11", color: cornfield cream. ABC: Php 2,880.00*
- 13.) *One Thousand (1000) sheets of Cartolina white Whole Size (cut into 11 3/4 x 16 1/2 inches). ABC: Php 10,000.00*
- 14.) *One Thousand (1000) sheets of Cartolina white Whole Size (cut into 8.5 x 11 inches). ABC: Php 10,000.00*
- 15.) *Five Hundred (500) sheets of Chipboard #30 to be cut into 9 x 13 3/4 and 2x9 . ABC: Php 30,000.00*
- 16.) *One Thousand (1000) sheets of Kraft 8 1/2 x 29.25 inches. ABC: Php 60,000.00*

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 Act) and its



Implementing Rules and Regulations.

Interested bidders may acquire the samples from the University Registrar and 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 March 6 to March 17, 2026, Monday to Friday, 8:00 AM to 5:00 PM 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 March 17, 2026, Tuesday @ 9:30 AM. through Manual Submission.
7. Bid opening shall be on March 17, 2026, Tuesday @ 9:30 AM. at BAC Office, Ground 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 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 pursuant to Section 64 and 70 of RA12009 and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.