



## 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: **Adoption of Digital learning Platform through ICT Modernization - Office Productivity**

Approved Budget Cost: **Php 79,351,139.03**

Purchase Request No.: **26-02-075**

Closing Date: **July 24, 2026 9:30 AM**

Delivery Period: **Forty-Five (45) Calendar Days**

Bid Docs: **Php 50,000.00**

### 1.) One (1) lot of OFFICE PRODUCTIVITY

#### Project Description

The Office Productivity and Digital Enablement Project aims to modernize and enhance the university's administrative, academic, and operational capabilities through the provision of updated computing devices, enterprise software solutions, cybersecurity tools, and cloud-based collaboration platforms. This project supports the institution's transition toward a digitally integrated and efficient working environment, enabling faculty, staff, and students to perform tasks effectively, securely, and collaboratively. The project includes the acquisition of end-user computing devices (laptops, desktops), productivity and security software, printing and multimedia equipment, and cloud-based platforms to support communication, learning, data management, and institutional operations.

#### Project Objectives

1. To provide reliable and up-to-date computing equipment for faculty and staff to improve productivity and service delivery.
2. To implement enterprise-level productivity tools that enable collaboration, communication, and efficient document management.
3. To enhance cybersecurity through the deployment of endpoint protection solutions across all devices.
4. To support digital learning and administrative functions cloud-based platforms and online systems.
5. To improve institutional capability in multimedia production, documentation, and communication through modern equipment.
6. To ensure compatibility, scalability, and sustainability of ICT resources aligned with the university's Smart Campus initiative.

#### GENERAL REQUIREMENTS

- .All items must be brand new and unused.
- .Must comply with applicable international standards.
- .Must include delivery, installation, and configuration.
- .Must include user orientation/training.
- .Power requirement: 220-240V, 60Hz.
- .All items subject to inspection and acceptance

#### SERVICE LEVEL AGREEMENT (SLA)

##### 1. WARRANTY

- .Minimum 1-3 years depending on item
- .Includes parts and labor

##### 2. RESPONSE TIME

- .Critical issues: within 24 hours
- .Non-critical: within 48 hours

##### 3. RESOLUTION TIME

- .Minor issues: within 3 days
- .Major issues: within 7 days

##### 4. PREVENTIVE MAINTENANCE

- .At least once per year

##### 5. SUPPORT

- .Email, phone, and on-site support

#### ACCEPTANCE CRITERIA

- .Complete delivery
- .Functional testing passed



.Documentation submitted

.Training completed

A. MULTIMEDIA COMPUTER (40 units) - Php.96,990.00/unit

Specifications:

.Processor: at least 12 cores, 16 threads, and minimum 16MB cache (latest generation)

.Graphics: Integrated or discrete GPU capable of multimedia editing

.Memory: Minimum 16GB DDR4/DDR5 (expandable to 32GB)

.Storage: Minimum 512GB SSD NVMe

.Monitor: at least 24" IPS Full HD

.Connectivity: LAN, Wi-Fi, Bluetooth

.Ports: At least 4 USB ports, HDMI/DisplayPort

.OS: Licensed latest Windows Pro

.Peripherals: Keyboard and mouse

.Power Protection: UPS (?1200VA) with built-in AVR

.Warranty: 3 year

B. UNINTERRUPTIBLE POWER SUPPLY - UPS (140 UNITS) - Php.12,190.00 /unit

Specifications:

.Capacity: at least 1200VA / 650W

.Topology: Line-interactive with AVR

.Output: Simulated sine wave

.Backup Time: ?5 minutes at 50% load

.Input Voltage Range: 140-300VAC

.Protection: Surge and overload protection

.Indicators: LED + audible alarm

.Battery: Replaceable sealed lead-acid

.Certification: IEC compliant

.Warranty: at least 2 years

C. OFFICE PRODUCTIVITY SOFTWARE (835 Licences) - Php.3,700.00/unit

Specifications:

.Type: Enterprise productivity suite

.Applications:

Word processing

Spreadsheet

Presentation

Email & calendar

.Deployment: Cloud-based and/or desktop

.Licensing: Volume license (subscription or perpetual)

.Features:

Multi-device access

Admin control panel

File sharing & collaboration

.Compatibility: Windows, macOS, web browsers

.Security: Multi-factor authentication support

.Warranty/Support: Minimum 1-year subscription/support

D. ENDPOINT DETECTION SOFTWARE (835 Licences) - Php.16,000.00/unit

Specifications:

Type: Endpoint Protection / EDR solution

.Features:

-Real-time malware protection

-Ransomware protection

-Behavioral analysis (AI/heuristics)

-Web and email protection

.Management: Centralized cloud or on-prem console

.Compatibility: Windows, macOS, Linux

.Updates: Automatic real-time updates

.Reporting: Threat logs and analytics dashboard

.Integration: Compatible with existing network/security tools

.Support: 24/7 vendor technical support

.Subscription: Minimum 1 year

E. LAPTOPS (655 units) - Php.57,330. 00/unit

Specifications:

.Processor: at least 10 cores, 12 threads, and minimum 12MB cache

.Memory: Minimum 16GB RAM

.Storage: Minimum 512GB SSD

.Display: 14"-15.6" Full HD



- .Graphics: Integrated graphics
- .Connectivity: Wi-Fi 6, Bluetooth, LAN (optional via adapter)
- .Ports: USB-A, USB-C, HDMI
- .Camera: Built-in HD webcam
- .Battery: Minimum 6 hours
- .OS: Licensed Windows Pro
- .Accessories: Charger + laptop bag
- .Warranty: 3 years onsite

**F. SPECIAL PURPOSE LAPTOPS (20 UNITS) - Php.102,775.00/unit**

**Specifications:**

- .Processor: at least 12 cores, 16 threads, and minimum 16MB cache
- .RAM: Minimum 16GB (expandable to 32GB)
- .Storage: Minimum 1TB SSD
- .GPU: Dedicated GPU ?4GB VRAM
- .Display: Full HD IPS
- .OS: Windows Pro
- .Cooling: Advanced thermal design
- .Accessories: Charger + bag
- .Warranty: 3 years

**G. EXECUTIVE LAPTOPS (20 UNITS) - Php.123,990.00/unit**

**Specifications:**

- .Processor: at least 14 cores, 20 threads, and minimum 20MB cache
- .RAM: 16GB minimum
- .Storage: Minimum 1TB SSD
- .Display: Premium (Full HD or higher)
- .Build: Lightweight, business-class chassis
- .Security:
  - Fingerprint reader or biometric login
  - TPM module
- .Battery: Long-life (up to 8 hours)
- .OS: Windows Pro
- .Warranty: 3 years premium

**H. ALL-IN-ONE PCs (100 UNITS) - Php.73,660.00/unit**

**Specifications:**

- .Processor: at least 8 cores, 12 threads, and minimum 12MB cache
- .Memory: Minimum 16GB RAM
- .Storage: Minimum 512GB SSD
- .Display: Minimum 23-inch Full HD Display
- .Resolution: Minimum 1920 × 1080
- .Graphics: Integrated graphics capable of supporting multimedia and educational applications
- .Audio: Integrated speakers
- .Camera: Integrated HD webcam with built-in microphone
- .Network Connectivity:
  - Gigabit Ethernet LAN
  - Wireless connectivity capable
  - Bluetooth capable
- .Ports:- USB ports- HDMI or equivalent display/output port- RJ45 LAN port- Audio input/output port
- .Operating System: Latest licensed operating system compatible with educational and office applications
- .Power Requirement: Compatible with 220V / 60Hz power supply
- .Form Factor: Space-saving all-in-one design
- .Accessories Included:
  - Wired keyboard
  - Wired optical mouse with Mouse pad
  - Power cord and power adapter
  - UPS compatibility cable or power connection accessories, if applicable
  - User manual and documentation
  - Device drivers and recovery media/tools, if applicable
  - Cable management accessories
  - LAN cable
  - Complete necessary interface and connection cables
- .Suitable for educational, office, multimedia, programming, and laboratory applications
- .With minimum one (1) year warranty and local technical support



**I. MULTI-FUNCTIONAL PRINTERS (25 units) - Php.15,000.00/unit**

**Specifications:**

- .Functions: Print, Scan, Copy
- .Resolution: 4800 x 1200 dpi or better
- .Duplex printing
- .Connectivity: USB, Wi-Fi, LAN
- .ADF support
- .Warranty: 1 year

**J. PLOTTER PRINTER (2 UNITS) - Php.107,883.00/unit**

**Specifications:**

- .Type: Large-format inkjet plotter printer
  - .Print Capability:
    - Maximum print resolution: at least 2400 × 1200 dpi
    - Print size support: Up to A1 size or larger
    - Capable of printing technical drawings, CAD, GIS, and presentation graphics
  - .Media Handling:
    - Supported media sizes: From A4 up to A1 or equivalent width (minimum 610 mm)
    - Input: Roll feed and/or sheet feed capability
    - Automatic sheet feeder: Supports up to A3 size or higher
    - Media types: Plain paper, coated paper, and specialty media
  - .Performance:
    - Print speed: Suitable for CAD and technical drawings (A1 output within reasonable production time)
    - Supports continuous printing for office use
  - .Connectivity:
    - USB interface
    - Network connectivity (LAN/Ethernet)
    - Wireless connectivity (Wi-Fi)
  - .Control & Interface:
    - Built-in control panel with display screen (touchscreen or equivalent)
    - User-friendly interface for job management
  - .Memory & Processing:
    - Sufficient internal memory to handle large-format print jobs
    - Supports common file formats (PDF, JPEG, TIFF, etc.)
  - .Software & Compatibility:
    - Compatible with major operating systems (Windows/macOS)
    - Includes drivers and basic printing utilities
  - .Consumables:
    - Must include initial set of ink cartridges/ink tanks
    - Readily available consumables in the local market
  - .Accessories:
    - Stand or base (if required for operation)
    - Necessary cables and power cords
  - .Warranty & Support:
    - Minimum 1-year warranty
    - With service support and availability of spare parts
- K. RTF Drone (1 UNIT) - Php.152,000.00/unit**
- Specifications:**
- .Type: Ready-to-fly (RTF) quadcopter drone
  - .Flight Performance:
    - Maximum flight time: at least 30 minutes
    - Maximum horizontal speed: at least 15 m/s
    - Maximum operating altitude: at least 4,000 meters above sea level
  - .Navigation & Safety:
    - GPS and/or GNSS positioning system
    - Return-to-home (RTH) function
    - Obstacle detection or avoidance system
    - Stable hovering capability
  - .Camera System:
    - Minimum 4K video recording capability (UHD 3840×2160)
    - High-resolution image capture
    - Stabilized camera (gimbal or electronic stabilization)
  - .Transmission & Control:
    - Remote controller included



- Minimum control range: at least 5 km (unobstructed)
  - Real-time video transmission capability
  - .Storage:
    - Supports removable storage (microSD or equivalent)
    - Includes memory card (minimum 32GB)
  - .Battery & Power:
    - Rechargeable intelligent flight battery
    - Includes at least one (1) spare battery
  - .Accessories Included:
    - Remote controller
    - Charger and cables
    - Spare propellers
    - Carrying case or protective bag
  - .Compliance: Must comply with applicable aviation and communication regulations
  - .Warranty: Minimum 1 year warranty
- L. MIRRORLESS CAMERA (Body Only) 1 unit - Php.112,000.00/unit

Specifications:

- .Type: Mirrorless interchangeable lens digital camera
- .Sensor: Full-frame CMOS sensor, minimum 24 megapixels
- .Image Processor: Latest generation image processor
- .Lens Mount: Interchangeable lens system; must be compatible with the supplied lens under Item No. 23
- .Autofocus: Fast hybrid autofocus with face/eye detection
- .Video Capability: 4K UHD recording (minimum 3840×2160), Minimum 30 fps
- .Stabilization: In-body image stabilization (IBIS) or equivalent
- .ISO Range: Wide ISO range suitable for low-light shooting
- .Audio:
  - External microphone input (3.5mm or equivalent)
  - Headphone monitoring output (preferred)
- .Display: Tilting or vari-angle LCD screen
- .Connectivity: USB, HDMI, Wi-Fi and/or Bluetooth
- .Storage: Dual or single SD card slot (UHS-I/II supported)
- .Accessories Included:
  - Battery and charger
  - Strap
- .At least one compatible memory card (minimum 64GB, high-speed class)
- .Warranty: Minimum 1 year

Note: The camera body and lens must be fully compatible and from the same mounting system, without the need for adapters. The supplier shall ensure interoperability and optimal performance of all components

M. VIDEO CAMERA WITH TRIPOD (1 unit) - Php.240,000.00/unit

Specifications:

- .Type: Professional camcorder or video camera system
  - .Sensor: Minimum 1-inch CMOS sensor
  - .Video Resolution: 4K UHD recording (minimum 3840×2160), Minimum 60 fps support
  - .Zoom: Optical zoom up to 15x
  - .Stabilization: Optical or hybrid image stabilization
  - .Recording Format: MP4, MOV, or equivalent professional formats
  - .Color Sampling: Minimum 8-bit (10-bit preferred)
  - .Audio:
    - External microphone input (XLR or 3.5mm)
    - Built-in stereo microphone
  - .Storage: Dual memory card slots
  - .Outputs: HDMI output, USB interface
  - .Connectivity: Wi-Fi or LAN (preferred for streaming/transfer)
  - .Low-Light Capability: Suitable for indoor and event coverage
  - .Accessories:
    - Heavy-duty tripod (fluid head)
    - Battery and charger
  - .Warranty: Minimum 1 year
  - .Includes SD card at least 32GB
- N. CAMERA LENS (1 unit) - Php.56,848.03/unit

Specifications:

- Type: Ultra-wide to wide-angle zoom lens
- .Compatibility: Must be natively compatible (no adapter required) with the supplied



mirrorless camera body (Item No. 21)

- .Focal Length: Approximately 12mm to 24mm range (or equivalent for full-frame)
- .Aperture: Wide aperture (constant or variable) suitable for low-light and landscape shooting
- .Focus: Auto and manual focus capability
- .Stabilization: Optical stabilization (if available)
- .Build: Durable construction suitable for professional use
- .Lens Coating: Anti-reflective coating (to reduce flare/ghosting)
- .Accessories:
  - Lens hood
  - Front and rear caps
- .Warranty: Minimum 1 year

Note: The camera body and lens must be fully compatible and from the same mounting system, without the need for adapters.. The supplier shall ensure interoperability and optimal performance of all components

O. DIGITAL ASSESSMENT PLATFORM (1 unit) - Php.912,375.00/unit

Specifications:

- .Web-based examination system
- .Features:
  - Question bank
  - Timed exams
  - Auto-grading
  - Analytics/reporting
- .Users: at least 100 accounts
- .Security: Anti-cheating controls
- .Deployment: Cloud-based
- .Subscription: 12 months

P. CLOUD-BASED PRODUCTIVITY AND MANAGEMENT SUITE (3 UNITS) -

Php.5,799,000.00/unit

Specifications:

- .Type: Cloud-based productivity and collaboration platform for educational institutions
- .Core Productivity Applications:
  - Word processing
  - Spreadsheet
  - Presentation
  - Email and calendar
  - Note-taking and database applications (if applicable)
  - Must be available in web-based and desktop versions
- .Collaboration Tools:
  - Real-time document collaboration
  - Chat and messaging
  - Video conferencing and virtual meetings
  - Team collaboration/workspace platform
  - Support for file sharing and group work
- .Email & Communication:
  - Institutional email service
  - Mailbox capacity: minimum 50GB per user
  - Shared calendars and contact management
- .Cloud Storage:
  - Minimum 1TB cloud storage per user
  - File synchronization across devices
  - Secure file sharing and access control
- .Administration & Management:
  - Centralized admin console
  - User provisioning and access control
  - Role-based access management
  - Monitoring and reporting tools
- .Security & Compliance:
  - Multi-factor authentication (MFA) support
  - Data encryption (in transit and at rest)
  - Data loss prevention and access control policies
  - Compliance with applicable data privacy regulations
- .Compatibility:
  - Accessible via major web browsers



- Compatible with Windows, macOS, Android, and iOS devices
- Integration capability with existing institutional systems
- .Availability: Minimum 99.9% service uptime (vendor-supported SLA)
- .Licensing:
  - Subscription-based
  - Number of users/accounts: as required by the institution
- .Support:
  - Vendor technical support (business hours or 24/7)
  - Online documentation and knowledge base
- .Subscription Term: Minimum 12 months. 79,351,139.03/lot. Total of 79,351,139.03

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 July 2 to July 24, 2026, from the BAC Office or download from agency website ([www.wmsu.edu.ph](http://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 Fifty Thousand Pesos (Php.50,000.00). (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.
4. Pre-Bid Conference will be on July 10, 2026 9:30 AM at Procurement Conference Office, Ground Floor Administration Building, WMSU, Zamboanga City and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.
5. Bid Submission will be on or before July 24, 2026 9:30 AM. through Manual Submission.
6. Bid opening shall be on July 24, 2026 9:30 AM. at Procurement Conference Office, Ground Floor Administration Building, WMSU, Zamboanga City. 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.
7. This project is undertaken as part of the University's **Early procurement Activity (EPA)**.
8. The contract will be awarded to the bidder who submits the Lowest Calculated Responsive Bid (LCRB)
9. Price validity shall be for a period of 120 calendar days.
10. Bidders shall submit original brochures showing certifications of the product being offered.
11. 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.



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12. 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.