



## 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**

Approved Budget Cost: **PHP 60,608.00**

Purchase Request No.: **PR 26-03-090**

Closing Date: **April 14, 2026 9:30 AM**

- 1.) *Ten (10) reams of Bond paper*  
*Legal size, Subs. 20, 70 gsm . ABC: Php 3,000.00*
- 2.) *Ten (10) reams of Bond paper*  
*A4 size, Subs. 20, 70 gsm. ABC: Php 2,700.00*
- 3.) *Twenty-Three (23) pcs of Expanding Accordion File Folder*  
*Material: Plastic*  
*13 Pockets w/ Handle*  
*Color: Red ABC: Php 6,900.00*
- 4.) *Ten (10) pcs of Data file box*  
*Made of Chipboard w/Closed End*  
*Size: 15.5" X 9.5" X 4.5"*  
*Color: Red. ABC: Php 1,560.00*
- 5.) *Five (5) rolls of Clear Packing Tape, 2" x 200 m/roll. ABC: Php 400.00*
- 6.) *Ten (10) pads of Sticky Notepad*  
*4.5cm, 100 pcs/pad. ABC: Php 800.00*
- 7.) *Ten (10) pcs of Sign Pen*  
*0.5 mm fine point, liquid/gel type, blue ABC: Php 230.00*
- 8.) *Two (2) boxes of Expandable Envelope with Garter*  
*color: red, 100 pieces/box ABC: Php 3,672.00*
- 9.) *One Hundred (100) sets of Brown & Plastic Envelope Set*  
*Long size, plastic envelope with snap button. ABC: Php 6,000.00*
- 10.) *Twenty (20) pcs of Permanent Marker*  
*Black, bullet tip ABC: Php 680.00*
- 11.) *Twenty (20) pcs of Permanent Marker*  
*Blue, bullet tip. ABC: Php 680.00*
- 12.) *Two (2) pcs of Tape dispenser, Table Top, heavy duty. ABC: Php 248.00*
- 13.) *Two (2) pcs of Stapler with staple remover ABC: Php 986.00*
- 14.) *Ten (10) boxes of Paper clip, 33 mm, Vinyl coated. ABC: Php 120.00*
- 15.) *Nine (9) boxes of Paper Clip, 50 mm, Vinyl coated. ABC: Php 225.00*
- 16.) *Ninety-Nine (99) pcs of Expanded Folder*



*Long size, assorted color ABC: Php 1,980.00*

17.) *One (1) boxes of Folder  
Pressboard, long size, 100 pcs/box. ABC: Php 1,620.00*

18.) *Twenty (20) packs of Special Paper  
A4 size, 200 gsm, 10 pcs/pack. ABC: Php 660.00*

19.) *One Hundred (100) pcs of Notebook  
Stenographer, spiral, 40 leaves ABC: Php 1,800.00*

20.) *Ten (10) boxes of Pencil  
#2 , Medium size, Yellow, 12pcs/box ABC: Php 1,450.00*

21.) *Two (2) gallons of Alcohol  
70% Ethyl, with moisturizer . ABC: Php 1,316.00*

22.) *One (1) pack of Plastic Ring Binder Comb  
A4, 14mm, 21 holes, 25 pcs/pack. ABC: Php 72.00*

23.) *One (1) ream of Laid Paper, A4 size, 90 gsm, cream, 500pcs/ream . ABC: Php  
1,134.00*

24.) *Five (5) sets of Printer Ink  
for existing Epson Printer #003 (CYMB) ABC: Php 6,675.00*

25.) *Six (6) pcs of Extension Wire  
4 gang Two-way outlet & 2 Universal outlet with ground  
Material: Plastic Casing Copper plated terminal*

*Dimension: 20 x 27 x 197mm*

*Cable Length: 10 m. ABC: Php 12,000.00*

26.) *Five (5) pcs of Flash Drive, 64GB ABC: Php 3,700.00*

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 April 14, 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



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Normal Road, Baliwasan, Zamboanga City 7000



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-26-03-090**

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 **APR 14 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	reams	Bond paper Legal size, Subs. 20, 70 gsm . 300.00/reams.	<b>P3,000.00</b>		
2.	10	reams	Bond paper A4 size, Subs. 20, 70 gsm. 270.00/reams.	<b>P2,700.00</b>		
3.	23	pcs	Expanding Accordion File Folder Material: Plastic 13 Pockets w/ Handle Color: Red . 300.00/pcs.	<b>P6,900.00</b>		
4.	10	pcs	Data file box Made of Chipboard w/Closed End Size: 15.5" X 9.5" X 4.5" Color: Red. 156.00/pcs.	<b>P1,560.00</b>		
5.	5	rolls	Clear Packing Tape, 2" x 200 m/roll. 80.00/rolls.	<b>P400.00</b>		
6.	10	pads	Sticky Notepad 4.5cm, 100 pcs/pad. 80.00/pads.	<b>P800.00</b>		
7.	10	pcs	Sign Pen 0.5 mm fine point, liquid/gel type, blue . 23.00/pcs.	<b>P230.00</b>		
8.	2	boxes	Expandable Envelope with Garter color: red, 100 pieces/box 1,836.00/boxes.	<b>P3,672.00</b>		

EPS Reference Number : \_\_\_\_\_  
 EPS Solicitation Number : \_\_\_\_\_  
 EPS Closing Date : \_\_\_\_\_

**1 of 3**

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-26-03-090**

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 APR 14 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

9.	100	sets	Brown & Plastic Envelope Set Long size, plastic envelope with snap button. 60.00/sets.	P6,000.00		
10.	20	pcs	Permanent Marker Black, bullet tip . 34.00/pcs.	P680.00		
11.	20	pcs	Permanent Marker Blue, bullet tip. 34.00/pcs.	P680.00		
12.	2	pcs	Tape dispenser, Table Top, heavy duty. 124.00/pcs.	P248.00		
13.	2	pcs	Stapler with staple remover . 493.00/pcs.	P986.00		
14.	10	boxes	Paper clip, 33 mm, Vinyl coated. 12.00/boxes.	P120.00		
15.	9	boxes	Paper Clip, 50 mm, Vinyl coated. 25.00/boxes.	P225.00		
16.	99	pcs	Expanded Folder Long size, assorted color . 20.00/pcs.	P1,980.00		
17.	1	boxes	Folder Pressboard, long size, 100 pcs/box. 1,620.00/boxes.	P1,620.00		
18.	20	packs	Special Paper A4 size, 200 gsm, 10 pcs/pack . 33.00/packs.	P660.00		
19.	100	pcs	Notebook Stenographer, spiral, 40 leaves . 18.00/pcs.	P1,800.00		
20.	10	boxes	Pencil #2, Medium size, Yellow, 12pcs/box . 145.00/boxes.	P1,450.00		

EPS Reference Number : \_\_\_\_\_  
 EPS Solicitation Number : \_\_\_\_\_  
 EPS Closing Date : \_\_\_\_\_

**2 of 3**

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-26-03-090**

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 APR 14 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

21.	2	gallons	Alcohol 70% Ethyl, with moisturizer 658.00/gallons.	P1,316.00		
22.	1	pack	Plastic Ring Binder Comb A4, 14mm, 21 holes, 25 pcs/pack. 72.00/pack.	P72.00		
23.	1	ream	Laid Paper, A4 size, 90 gsm, cream, 500pcs/ream 1,134.00/ream.	P1,134.00		
24.	5	sets	Printer Ink for existing Epson Printer #003 (CYMB) 1,335.00/sets.	P6,675.00		
25.	6	pcs	Extension Wire 4 gang Two-way outlet & 2 Universal outlet with ground Material: Plastic Casing Copper plated terminal  Dimension: 20 x 27 x 197mm  Cable Length: 10 m. 2,000.00/pcs.	P12,000.00		
26.	5	pcs	Flash Drive, 64GB. 740.00/pcs.	P3,700.00		
<b>NOTE: FOR THE RESEL-CDEM</b>						
				<b>Total:</b>	_____	

**3 of 3**

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 ESPIRITUSANTO** / **DANNI VINCENT VILLAREAL**  
 Canvasser

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