



## 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 RDEC - DESC**

Approved Budget Cost: **PHP 54,580.00**

Purchase Request No.: **PR 26-03-103**

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

- 1.) *Nine (9) sets of Printer Ink  
For existing Epson printer #003 (CYMB). ABC: Php 14,400.00*
- 2.) *Five (5) bottles of Alcohol  
70% Isopropyl, 500 ml/bottle with Moisturizer,  
Hypoallergenic, ABC: Php 450.00*
- 3.) *Eighty-Four (84) pcs of Gel pen, 0.5mm ballpoint  
Color:  
Blue : 42 pcs  
Black : 42 pcs. ABC: Php 756.00*
- 4.) *Twenty-Five (25) reams of Bond Paper, long size, 70gsm, subs. 20. ABC: Php 7,475.00*
- 5.) *Twenty-Five (25) reams of Bond Paper, A4 size, 70gsm, subs. 20. ABC: Php 6,750.00*
- 6.) *Three Hundred (300) pcs of Certificate Jacket, A4 size, red color. ABC: Php 21,300.00*
- 7.) *One (1) box of Chalk, Non-toxic, white. ABC: Php 100.00*
- 8.) *Forty (40) pcs of Documentary Brown Envelope, Long. ABC: Php 240.00*
- 9.) *Forty (40) pcs of L-type Folder, Legal size, Green color. ABC: Php 600.00*
- 10.) *Five (5) boxes of Pencil #2, 10pcs/box. ABC: Php 210.00*
- 11.) *One (1) piece of Permanent Marker, black color, broad tip. ABC: Php 20.00*
- 12.) *Five (5) pcs of Record Book, 300 pages. ABC: Php 375.00*
- 13.) *Twenty-Five (25) packs of Special Paper, A4 size, 120 gsm, 10 pcs/pack. ABC:  
Php 825.00*
- 14.) *Five (5) packs of Specialty Board, size A4, Color white, 180gsm, 10 pcs/pack.  
ABC: Php 260.00*
- 15.) *Five (5) boxes of Staple Wire, #35. ABC: Php 295.00*
- 16.) *Two (2) pcs of Stapler #35. ABC: Php 222.00*
- 17.) *Two (2) rolls of Transparent Tape, 48mm, 50yards/roll. ABC: Php 42.00*
- 18.) *Five (5) pcs of White Board Marker, Black color, broad tip. ABC: Php 130.00*
- 19.) *Five (5) pcs of White Board Marker, Blue color, broad tip. ABC: Php 130.00*



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



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

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-26-03-103**

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.	9	sets	Printer Ink For existing Epson printer #003 (CYMB). 1,600.00/sets.	P 14,400.00		
2.	5	bottles	Alcohol 70% Isopropyl, 500 ml/bottle with Moisturizer, Hypoallergenic, . 90.00/bottles.	P 450.00		
3.	84	pcs	Gel pen, 0.5mm ballpoint Color: Blue : 42 pcs Black : 42 pcs. 9.00/pcs.	P 756.00		
4.	25	reams	Bond Paper, long size, 70gsm, subs. 20. 299.00/reams.	P 7,475.00		
5.	25	reams	Bond Paper, A4 size, 70gsm, subs. 20. 270.00/reams.	P 6,750.00		
6.	300	pcs	Certificate Jacket, A4 size, red color. 71.00/pcs.	P 21,300.00		
7.	1	box	Chalk, Non-toxic, white. 100.00/box.	P 100.00		
8.	40	pcs	Documentary Brown Envelope, Long. 6.00/pcs.	P 240.00		
9.	40	pcs	L-type Folder, Legal size, Green color. 15.00/pcs.	P 600.00		

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

**1 of 2**

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 \_\_\_\_\_



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10.	5	boxes	Pencil #2, 10pcs/box. 42.00/boxes.	P 210.00		
11.	1	piece	Permanent Marker, black color, broad tip. 20.00/piece.	P 20.00		
12.	5	pcs	Record Book, 300 pages. 75.00/pcs.	P 375.00		
13.	25	packs	Special Paper, A4 size, 120 gsm, 10 pcs/pack. 33.00/packs.	P 825.00		
14.	5	packs	Specialty Board, size A4, Color white, 180gsm, 10 pcs/pack. 52.00/packs.	P 260.00		
15.	5	boxes	Staple Wire, #35. 59.00/boxes.	P 295.00		
16.	2	pcs	Stapler #35. 111.00/pcs.	P 222.00		
17.	2	rolls	Transparent Tape, 48mm, 50yards/roll. 21.00/rolls.	P 42.00		
18.	5	pcs	White Board Marker, Black color, broad tip. 26.00/pcs.	P 130.00		
19.	5	pcs	White Board Marker, Blue color, broad tip. 26.00/pcs.	P 130.00		
<b>NOTE: FOR THE RDEC DESC</b>						
				<b>Total:</b>	_____	

**2 of 2**

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

Brand & Model : \_\_\_\_\_  
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**REY ESPIRITUSANTO** / **DANNI VINCENT VILLAREAL**  
 Canvasser

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