Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Normal Road, Baliwasan Zamboanga City
www.wmsu.edu.ph
Telephone: 062-991-1771 LOC 1002

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 Administration**
Approved Budget Cost: **PHP 1,523,184.93**
Purchase Request No.: **PR 26-03-115**
Closing Date: **June 23, 2026 @ 9:30 AM**

1.) Two Hundred Forty-Five (245) pcs of Sign Pen, Fine Tip,
Color:
Black : 104 pcs
Blue : 141 pcs ABC: Php 7,572.95

2.) Two Hundred Seventy (270) packs of Battery, Dry Cell, AA, 2pcs/blister pack ABC: Php 5,616.00

3.) One Hundred Eighty-Four (184) packs of Battery Dry Cell, AAA, 2pcs/blister pack . ABC: Php 3,424.24

4.) Fifty-One (51) cans of Air Freshener, 280ml. ABC: Php 6,460.17

5.) Ninety-Eight (98) pcs of Soft Broom (Walis Tambo) ABC: Php 12,413.66

6.) Fifty-Five (55) pcs of Hard Broom (Walis Ting-Ting) ABC: Php 1,451.45

7.) Two Hundred Twenty-Seven (227) bottles of Cleaner, Toilet Bowl and Urinal, 200 ml/bottle ABC: Php 9,583.94

8.) Two Hundred Sixty-Three (263) pcs of Detergent Bar, set of 3 ABC: Php 2,493.24

9.) One Hundred Twelve (112) packs of Detergent Powder, All purpose, 1 kilo/pack. ABC: Php 6,147.68

10.) One Hundred Thirty-Two (132) cans of Disinfectant Spray 280ml. ABC: Php 18,741.36

11.) Twenty-Eight (28) pcs of Dust Pan, plastic. ABC: Php 1,330.00

12.) Sixty-Four (64) cans of Floor Wax, Paste Type, Red, 800-900 grams/can ABC: Php 20,122.24

13.) One Hundred Eight (108) packs of Trash Bag, XXL size, 10 pcs/pack. ABC: Php 14,250.60

14.) Twenty-Three (23) bottles of Stamp Pad Ink, Blue, 60ml. ABC: Php 672.06

15.) Twenty-Two (22) pcs of Philippine National Flag
Standard Size. ABC: Php 6,360.42

16.) One Hundred Twenty-One (121) boxes of Staple Wire, Standard. ABC: Php 3,448.50

17.) Ninety-Six (96) rolls of Masking Tape, 24 mm ABC: Php 5,674.56

18.) Seventy-One (71) rolls of Masking Tape, 48 mm. ABC: Php 9,967.69

19.) Forty-Two (42) rolls of Packaging Tape, 48 mm ABC: Php 1,241.52

20.) Fifty-Seven (57) rolls of Transparent Tape, 24 mm .ABC: Php 1,023.15

21.) Fifteen (15) units of Calculator, Compact. ABC: Php 3,307.35

22.) One Hundred Sixty-Three (163) pcs of Correction Tape, 36m. ABC: Php 3,175.24

23.) Four (4) boxes of Documentary Envelope, A4 size, 500 pcs/box ABC: Php 3,441.24

24.) Five (5) boxes of Documentary Envelope, Legal size, 500 pcs/box ABC: Php 5,166.90

25.) Thirty-Three (33) boxes of Expanding Envelope, Kraft, 100 pcs/box. ABC: Php 32,187.21

26.) Twenty-Seven (27) boxes of Mailing Envelope, long, 500 pcs/box. ABC: Php 12,620.34

27.) One Hundred Fourteen (114) boxes of Fastener, Metal, Non-Sharp Edges ABC: Php 10,950.84

28.) Twenty-Nine (29) boxes of Folder, Pressboard, 100 pcs/box .ABC: Php 57,398.25

29.) Twelve (12) pcs of Permanent Marker, Black, Fine tip. ABC: Php 189.96

30.) Seven (7) pcs of Permanent Marker, Blue, Fine tip. ABC: Php 107.24

31.) Four (4) pcs of Permanent Marker, Red, Fine tip. ABC: Php 60.52

32.) Ninety (90) pcs of Whiteboard Marker, fine tip
Color:
Black : 57
Blue : 33. ABC: Php 1,995.30

33.) Ninety-Seven (97) boxes of Paper Clip, Vinyl, Pastic Coated, 33 mm ABC: Php 870.09

34.) One Hundred Eight (108) boxes of Paper Clip, Vinyl, Pastic Coated, Jumbo, 500 mm. ABC: Php 2,109.24

35.) Sixteen (16) boxes of Pencil, Lead/graphite, with eraser, 12 pcs/box ABC: Php 726.08

36.) Twenty-Three (23) pcs of Stamp Pad, Felt. ABC: Php 931.73

37.) Eight (8) pairs of Scissors, Symmetrical/Asymmetrical, 7-8" ABC: Php 297.84

38.) Twenty (20) pcs of Stapler. Standard Type. ABC: Php 4,011.20

39.) Forty-Eight (48) packs of Cartolina, 20 pcs/pack, Assorted Colors. ABC: Php 4,079.04

40.) One Thousand Seven Hundred Ten (1710) reams of BondPaper, Multipurpose, A4 size, 70 gsm, subs. 20. ABC: Php 239,058.00

41.) Two Thousand Three Hundred Three (2303) reams of BondPaper, Multipurpose, Legal size, 70 gsm, subs. 20. ABC: Php 371,473.90

42.) Sixty-Three (63) pcs of Record Book, 300 pages. ABC: Php 5,863.41

43.) Seventy-Four (74) pcs of Record Book, 500 pages ABC: Php 9,355.82

44.) One Hundred Sixty (160) packs of Toilet Tissue Paper 2-ply, 16 rolls/pack ABC: Php 16,140.80

45.) Seventy-Two (72) cans of Insecticide Spray, 300ml ABC: Php 18,753.84

46.) One Hundred One (101) bottles of Printer Ink for existing Epson printer, Epson T6643, Magenta. ABC: Php 24,828.83

47.) One Hundred Twenty-Eight (128) bottles of Printer Ink for existing Epson printer, Epson T6644, Yellow ABC: Php 31,466.24

48.) Three Hundred Twenty (320) bottles of Printer Ink for existing Epson printer, Epson T6641, Black ABC: Php 84,000.00

49.) Ninety (90) bottles of Printer Ink for existing Epson printer, Epson T6642, Cyan ABC: Php 25,515.00

50.) Eighty (80) sets of Printer Ink for existing Brother printer, BTD60, BT5000 (CYMB) . ABC: Php 159,600.00

51.) One Hundred Twenty (120) bottles of Printer Ink for existing Brother printer, BTD60 Black. ABC: Php 50,400.00

52.) Twenty (20) pcs of Data File Box, Made of Chipboard with Closed End ABC: Php 3,150.00

53.) Twenty (20) pcs of Data File Box, Made of Chipboard ABC: Php 2,520.00

54.) Twenty-Eight (28) boxes of Computer Continuous Form, 4-ply, 280mm x 378mm. ABC: Php 56,448.00

55.) Twenty-Eight (28) boxes of Computer Continuous Form, 4-ply, 241mm x 279mm. ABC: Php 46,804.80

56.) Thirty-Five (35) boxes of Computer Continuous Form, 4-ply, 241mm x 330mm. ABC: Php 64,055.25

57.) One Hundred (100) pcs of Deodorant Cake, 100g. ABC: Php 5,250.00

58.) Twenty (20) pcs of Door Knob, ball type, stainless steel, 3 keys. ABC: Php 10,500.00

59.) Eighty (80) bottles of Muriatic Acid, 1L. ABC: Php 16,380.00

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 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 June 1 to June 23, 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 Five Thousand Pesos (Php.5,000.00). (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 : June 9, 2026 @ 9:30 A.M. @ BAC Conference Office, Ground Floor Admin Building, WMSU, Z.C.

5. Bid Submission will be on or before June 23, 2026 @ 9:30 AM. through Manual Submission.

6. Bid opening shall be on June 23, 2026 @ 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.

7. The contract will be awarded to the bidder who submits the Lowest Calculated Responsive Bid (LCRB).

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.