



## 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 RESEL-COMMUNITY OUTREACH AND DEVELOPMENT (COD)**

Approved Budget Cost: **PHP 59,090.00**

Purchase Request No.: **PR 26-04-159**

Closing Date: **May 21, 2026 9:30 AM**

- 1.) 2 boxes of Ballpen, 0.5mm ballpoint, 50 pcs/box  
Color:  
Blue : 1 box  
Black : 1 box. ABC: Php 900.00
- 2.) 30 reams of Bond Paper, long size, 70gsm, subs. 20. ABC: Php 8,970.00
- 3.) 30 reams of Bond Paper, A4 size, 70gsm, subs. 20. ABC: Php 8,100.00
- 4.) 101 pcs of Certificate Jacket, A4 size, red color, Landscape. ABC: Php 7,171.00
- 5.) 10 pcs of Clear Book, Assorted color, A4 size . ABC: Php 350.00
- 6.) 15 pcs of Easle Painting Canva Stand  
1.5M Adjustable wooden Easel Art, easel stand for painting  
please see attached sample picture. ABC: Php 15,000.00
- 7.) 15 pcs of Expanding Envelope, legal size, brown color with garter ABC: Php 525.00
- 8.) 10 pcs of Ordinary Folder, Long size, White color ABC: Php 140.00
- 9.) 10 bottles of Glue, all-purpose, 200grms/bottle. ABC: Php 1,500.00
- 10.) 80 pcs of ID Holder With Lace ABC: Php 1,360.00
- 11.) 5 sets of Printer Ink  
for existing EPSON Printer, ink #003 (CYMB) ABC: Php 6,670.00
- 12.) 1 bottle of Printer Ink  
for existing EPSON Printer, ink #003 (Magenta) ABC: Php 300.00
- 13.) 1 bottle of Printer Ink  
for existing EPSON Printer, ink #003 (Black) ABC: Php 300.00
- 14.) 10 rolls of Masking Tape, 24mm. ABC: Php 190.00
- 15.) 5 rolls of Masking Tape, 48mm. ABC: Php 185.00
- 16.) 100 pcs of Notebook, spiral, 40 leaves ABC: Php 1,800.00
- 17.) 20 boxes of Paper Clip, vinyl coated, 33mm ABC: Php 240.00
- 18.) 20 boxes of Paper Clip, vinyl coated, 50mm ABC: Php 498.00



- 19.) 10 boxes of Pencil, #2, 10pcs/box. ABC: Php 420.00
- 20.) 20 pcs of Permanent Marker, broad tip  
Color:  
Black : 10 pcs  
Blue : 10 pcs. ABC: Php 400.00
- 21.) 2 boxes of Plastic Ring Binder, 21 holes, A4, 14mm, 100 pcs/box . ABC:  
Php 816.00
- 22.) 9 packs of Special Paper, A4, 120 gsm, 10 sheets/pack  
Color:  
Cream Corn : 3 packs  
Pink : 3 packs  
Light Blue : 3 packs. ABC: Php 1,125.00
- 23.) 5 rolls of Packaging Tape, 48mm ABC: Php 185.00
- 24.) 5 rolls of Transparent Tape, 48mm ABC: Php 105.00
- 25.) 5 pcs of Whiteboard Eraser, extra large ABC: Php 250.00
- 26.) 15 pcs of Whiteboard Marker, Blue, fine tip ABC: Php 390.00
- 27.) 6 bottles of Whiteboard Marker Ink Refill, Black, 30ml/bottle. ABC: Php 1,200.00

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 May 21, 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. by lot, if warranted.

Other Information



**REQUEST FOR QUOTATION**  
 Western Mindanao State University

Quotation No.: \_\_\_\_\_

**PR-26-04-159**

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 **MAY 21 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.	2	boxes	Ballpen, 0.5mm ballpoint, 50 pcs/box Color: Blue : 1 box Black : 1 box. 450.00/boxes.	P 900.00		
2.	30	reams	Bond Paper, long size, 70gsm, subs. 20. 299.00/reams.	P 8,970.00		
3.	30	reams	Bond Paper, A4 size, 70gsm, subs. 20. 270.00/reams.	P 8,100.00		
4.	101	pcs	Certificate Jacket, A4 size, red color, Landscape. 71.00/pcs.	P 7,171.00		
5.	10	pcs	Clear Book, Assorted color, A4 size . 35.00/pcs.	P 350.00		
6.	15	pcs	Easle Painting Canva Stand 1.5M Adjustable wooden Easel Art, easel stand for painting	P 15,000.00		

**1 of 4**

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 VICENT VILLAREAL**  
 Canvasser

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



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			<i>please see attached sample picture.</i>		
			<i>1,000.00/pcs.</i>		
7.	15	pcs	Expanding Envelope, legal size, brown color with garter . 35.00/pcs.	P 525.00	
8.	10	pcs	Ordinary Folder, Long size, White color . 14.00/pcs.	P 140.00	
9.	10	bottles	Glue, all-purpose, 200grms/bottle. 150.00/bottles.	P 1,500.00	
10.	80	pcs	ID Holder With Lace . 17.00/pcs.	P 1,360.00	
11.	5	sets	Printer Ink for existing EPSON Printer, ink #003 (CYMB) . 1,334.00/sets.	P 6,670.00	
12.	1	bottle	Printer Ink for existing EPSON Printer, ink #003 (Magenta) . 300.00/bottle	P 300.00	
13.	1	bottle	Printer Ink for existing EPSON Printer, ink #003 (Black) . 300.00/bottle.	P 300.00	

EPS Reference Number : \_\_\_\_\_  
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**2 of 4**

Brand & Model : \_\_\_\_\_  
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14.	10	rolls	Masking Tape, 24mm. 19.00/rolls.	P 190.00		
15.	5	rolls	Masking Tape, 48mm. 37.00/rolls.	P 185.00		
16.	100	pcs	Notebook, spiral, 40 leaves . 18.00/pcs.	P 1,800.00		
17.	20	boxes	Paper Clip, vinyl coated, 33mm . 12.00/boxes.	P 240.00		
18.	20	boxes	Paper Clip, vinyl coated, 50mm . 24.90/boxes.	P 498.00		
19.	10	boxes	Pencil, #2 , 10pcs/box. 42.00/boxes.	P 420.00		
20.	20	pcs	Permanent Marker, broad tip Color: Black : 10 pcs Blue : 10 pcs. 20.00/pcs.	P 400.00		
21.	2	boxes	Plastic Ring Binder, 21 holes, A4, 14mm, 100 pcs/box . 408.00/boxes.	P 816.00		
22.	9	packs	Special Paper, A4, 120 gsm, 10 sheets/pack Color: Cream Corn : 3 packs Pink : 3 packs	P 1,125.00		

**3 of 4**

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			<i>Light Blue : 3 packs. 125.00/packs.</i>		
23.	5	rolls	Packaging Tape, 48mm 37.00/rolls.	P 185.00	
24.	5	rolls	Transparent Tape, 48mm 21.00/rolls.	P 105.00	
25.	5	pcs	Whiteboard Eraser, extra large . 50.00/pcs.	P 250.00	
26.	15	pcs	Whiteboard Marker, Blue, fine tip . 26.00/pcs.	P 390.00	
27.	6	bottles	Whiteboard Marker Ink Refill, Black, 30ml/bottle . 200.00/bottles.	P 1,200.00	
			<b>NOTE: FOR THE RESEL- COMM. OUTREACH &amp; DEV'T. (COD)</b>		
				<b>Total:</b>	_____

**4 of 4**

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