



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



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 RESEARCH-RPDU (Lemongrass as Antiuro lithic: A Systematic Literature Review)**

Approved Budget Cost: **PHP 13,200**

Purchase Request No.: **PR 26-04-161**

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

- 1.) *Seven (7) reams of Bondpaper, Long size, subs 20, GSM 80. ABC: Php 2,100.00*
- 2.) *Eight (8) reams of Bondpaper, A4 size, subs 20, GSM 80 ABC: Php 2,000.00*
- 3.) *Seven (7) reams of Bondpaper, short size, subs 20, GSM 80 ABC: Php 2,100.00*
- 4.) *Ten (10) pcs of Clear book, legal size . ABC: Php 1,000.00*
- 5.) *Twenty (20) pcs of Expanding long envelope, brown with garder . ABC: Php 500.00*
- 6.) *Two (2) sets of Printer Ink
for existing Epson Printer 3218 or 3210 or compatible (CYMB) ABC: Php 2,400.00*
- 7.) *Two (2) boxes of Sing Pen, gel type, 0.5mm point, 12 pcs/box
Color:
Black : 1 box
Blue : 1 box ABC: Php 600.00*
- 8.) *Four (4) pcs of Flash drive, 64gb ABC: Php 2,000.00*
- 9.) *One (1) set of Highlighter Pen, 4 pcs/set, neon yellow color . ABC: Php 500.00*

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).



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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-26-04-161

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.	7	reams	Bondpaper, Long size, subs 20, GSM 80. 300.00/reams.	P 2,100.00		
2.	8	reams	Bondpaper, A4 size, subs 20, GSM 80. 250.00/reams.	P 2,000.00		
3.	7	reams	Bondpaper, short size, subs 20, GSM 80 300.00/reams.	P 2,100.00		
4.	10	pcs	Clear book, legal size 100.00/pcs.	P 1,000.00		
5.	20	pcs	Expanding long envelope, brown with garder . 25.00/pcs.	P 500.00		
6.	2	sets	Printer Ink for existing Epson Printer 3218 or 3210 or compatible (CYMB) 1,200.00/sets.	P 2,400.00		
7.	2	boxes	Sing Pen, gel type, 0.5mm point, 12 pcs/box Color: Black : 1 box	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 VICENT VILLAREAL**
 Canvasser

Printed Name/Signature _____
 Tel .No./Cellphone # _____
 Date _____



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 Western Mindanao State University

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			Blue : 1 box . 300.00/boxes.		
8.	4	pcs	Flash drive, 64gb 500.00/pcs.	P 2,000.00	
9.	1	set	Highlighter Pen, 4 pcs/set, neon yellow color . 500.00/set.	P 500.00	
			NOTE: FOR THE RESEARCH RPDU		

Total: _____

2 of 2

EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

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After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

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REY ESPIRITUSANTO / **DANNI VINCENT VILLAREAL**
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date