



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-991-7875
www.wmsu.edu.ph

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: **Supply and Delivery of Security Paper for the University Registrar's Office**

Approved Budget Cost: **Php 2,067,500.00**

Purchase Request No.: **PR 23-01-062**

Closing Date: **March 16, 2023**

Bid Docs: **Five Thousand Pesos (5,000.00)**

Delivery Period: **45 Calendar Days**

Description:

1.) 74300 pc of Security Paper

For transcript of records, Size: 8.5 inches x 13 inches (long size); Paper: Security paper, WMSU Logo Printed invisible ink, visible only when exposed to ultraviolet light source, big wmsu logo in the middle 2.5 inches in diameter, with watermark middle part visible only when exposed to ultraviolet light source, one 3/4 inches in diameter invisible logo middle top portion fiber, watermark, security fiber, word "photocopy" is visible when duplicated.

2.) 7000 pc of Security Paper

For diploma (parchment), size: 8.5 inches x 11 inches (short size), invisible security watermark (logo), security fiber, word "photocopy" is visible when duplicated.

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. 9184 (The Government Procurement Reform 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.

IMPORTANT NOTICE FOR BIDDERS:

1. Bidding papers may be acquired starting **February 22 to March 16, 2023** from the BAC Office or download from website (www.wmsu.edu.ph). 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 quotation duly signed by your representative in a sealed envelope.

4. Bid opening shall be on **March 16, 2023 at 10:00 AM** at BAC Office, Ground Floor Executive 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.

5. Bid Submission will be on or before **March 16, 2023 at 10:00 AM** through Manual Submission.

6. Pre-Bid Conference shall be on **March 02, 2023 at 10:00 AM** at BAC Office, Ground Floor Executive Building, WMSU, Zamboanga City, Philippines, 7000.

7. Price validity shall be for a period of 120 calendar days.

8. Bidders shall submit original brochures showing certifications of the product being offered.

9. 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.

10. 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 and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.

**CHECKLIST OF ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS
FOR THE PROCUREMENT OF GOODS**

Project: _____ Date: _____

Bidder: _____ PR Number: _____

THE TECHNICAL COMPONENT SHALL CONTAIN THE FOLLOWING:

Legal Documents

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate
- Valid and current Mayor's or Business permit
- Tax Clearance per E.O. No. 398, s.2005, as finally reviewed and approved by the BIR
- PhilGEPS Registration Certificate (Platinum Membership)

Technical Documents

- Bid Security :
 - () **Sufficient** () **Insufficient**
 - Required Bid Security: 2% of ABC (Php. _____)
 - () *Cash/Cashier's Official Receipt* : _____
 - () *Manager's Check* : _____
 - () *Bid Securing Declaration – Date Issued:* _____ *Notary Public:* _____
 - Validity Period: 120 calendar days from opening *Doc. No.:* _____ *Page No.:* _____
 - Bid Security Amount: _____ *Book No.:* _____ *Series of* _____
- "Duly signed" Statement of all Ongoing Government and Private Contracts, including contracts awarded but not yet started.
- "Duly signed" Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid.
- "Duly signed" Technical Specification; *please attach Brochures, Sample Materials, Medicine Literature, if applicable*
- "Duly signed" Production/Delivery Schedule
- "Duly signed" Manpower Requirements
- "Duly signed" After-sales service/parts, if applicable; **WARRANTY** (Min. of 6 months for supplies and 1 year for equipment)
- "Duly signed" Original Revised Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB and if applicable, original notarized Secretary's Certificate.
 - Date Issued:* _____ *Notary Public:* _____
 - Doc. No.:* _____ *Page No.:* _____ *Book No.:* _____ *Series of* _____

Financial Documents

- Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- Computation of Net Financial Contracting Capacity (NFCC).

THE FINANCIAL COMPONENT SHALL CONTAIN THE FOLLOWING:

- "Duly signed" and accomplished Financial Bid Form
- "Duly signed" and accomplished Price Schedule(s).

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.
Remarks: () Eligible () Ineligible

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
 Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
---------------------------	---------------------	-----------------------------------

(if none, state "None"]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

**Statement of All On-Going Government and Private Contracts,
Including Contracts Awarded but not yet Started, if any**

[Date]

[BAC Chair]

[address]

Dear [Chairperson],

In compliance with the eligibility requirements for the bidding of [Procurement Activity], this is to certify that [name and complete address of Bidder] has the following on-going government and private contracts. [including contracts awarded but not yet started]:

Tab No.	Name of Contract	Owners			Nature of Work	Bidder' Role (Description) (Percentage)	Amount award			[Estimated] Date of Completion	Percentage of Accomplishment		Value of Outstanding Works, if applicable (in PHP)
		a. Name	b. Address	c. Tel. No			a. Amount	b. Completion	c. Duration		Planned	Actual	

Yours sincerely,
 [Signature over printed name of Authorized Representative]
 [Title]
 [Name of Firm]

Note: This statement shall be supported by contracts or notices of award or notices to proceed issued by the owners. These supporting documents shall be numbered and tabbed in the same sequence as the list of contracts appears in this statement.

Statement of Single Largest Completed Contract (SLCC)

[Date]

[BAC Chair]
[address]

Dear [Chairperson],

In compliance with the eligibility requirements for the bidding of the [Procurement Activity], this is to certify that [name and complete address of Bidder] has the following completed government and private contracts:

Tab No.	Name of Contract	Owners Name			Nature of Work	Bidder' Role (Description) (Percentage)	Amount award			Date of Completion			Date Awarded					
		a.	b.	c.			a.	b.	c.	a.	b.	c.	a.	b.	c.			
		Address		Tel. No			Completion		Duration									

Yours sincerely,

[Signature over printed name of Authorized Representative]
[Title]
[Name of Firm]

Note: This statement shall be supported by contracts, certificate of completion or owner's final acceptance and CPES rating sheets, if applicable. These supporting documents shall be numbered and tabbed in the same sequence as the list of contracts appears in this statement.