



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-992-3084
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:

- 1.) One (1) unit of 3 IN 1 MULTIFUNCTION PRINTER
SPECIFICATION
- FUNCTION: PRINT, SCAN, COPY
- CONTINUOUS INK SUPPLY SYSTEM. (FOR THE RECORDS OFFICE)

- 2.) One (1) unit of UPS WITH BUILT IN AVR 720 VA

- 3.) One (1) unit of DIGITAL COPIER
SPECIFICATION:
- NETWORK PRINTER, SCANNER AND FAX
- COPY AND PRINT UP TO 40 PAGES PER MINUTE
- DOUBLE SIDED PRINT AND COPY
- AT LEAST ON CASSETTE TRAY FOR 250 SHEET EACH
- AT LEAST ONE BYPASS TRAY FOR 100 SHEETS
- MAXIMUM PAPER SIZE: LEGAL SIZE (8.5" x 14")
- ENLARGE TO 400%
- PRINT FORM ANS SCAN TO USB FLASH DRIVE
- CAPABLE TO SET PASSWORD
- EXTRA ONE TONER CARTRIDGE
- FREE AFTER SALES SERVICE. (FOR THE RECORDS OFFICE)

- 4.) One (1) unit of 3 IN 1 MULTIFUNCTION PRINTER
SPECIFICATION:
FUNCTION: PRINT, SCAN, COPY
CONNECTIVITY: WI-FI
CONTINUOUS INK SUPPLY SYSTEM. (FOR THE LEGAL OFFICE)

- 5.) Two (2) unit of JUNIOR EXECUTIVE CHAIR
SPECIFICATION:
GAS LIFT
HIGH BACK WITH ARM REST
STEEL STAND. (FOR THE LEGAL OFFICE)

- 6.) Three (3) unit of OFFICE TABLE (FOR FABRICATION)
SPECIFICATION:
- WITH 1/4" GLASS TOP
- SIZE: 24" x 36" x 30"H
- WITH 1 CENTER DRAWER & 3 SIDE DRAWERS (RIGHT)
- WITH LOCK AND WOODEN TYPE. (FOR THE LEGAL OFFICE)

- 7.) One (1) unit of STAND FAN
- 16"
PLASTIC BLADE. (FOR THE LEGAL OFFICE)

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 October 26 until November 7, 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 Hundred Pesos (Php.500.00). (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 Submission will be on or before November 7, 2023 at 9:30 A.M. through Manual Submission.

5. Bid opening shall be on November 7, 2023 at 9:30 A.M. at BAC Office, 2nd 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.

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

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

8. 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.

9. 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.