



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 and Materials for the Supply Office of the University**

Approved Budget Cost: **PHP 558,979.16**

Purchase Request No.: **PR 24-03-134**

Closing Date: **June 5, 2024**

Delivery Period: **Thirty (30) Calendar Days**

Bid Docs: **Php 1,000.00**

- 1.) Twenty (27) carts of Computer Ribbon for EPSON LX300 printer.
- 2.) Thirty-three (33) carts of Computer Ribbon for EPSON LQ 2190 printer.
- 3.) Twenty (20) rolls of Adding Machine Tape 57mm x 70mm.
- 4.) Twenty (20) pcs of Calculator Ribbon Double Spool
- 5.) Twenty-Three (23) boxes of Continuous Form 11 x 9-1/2, 3 ply carbonless
- 6.) Ten (10) boxes of Continuous Form 11 x 14-7/8, 3 ply carbonless
- 7.) Eight (8) carts of Printer Ink Cartridge HP 62 Black
- 8.) Eight (8) carts of Printer Ink Cartridge HP 62 Colored
- 9.) Eight (8) carts of Toner - HP Printer P1102 85A
- 10.) Four (4) carts of Plotter Ink for HP DesignJet T830 MK-Black
- 11.) Two (2) carts of Plotter Ink for HP DesignJet T830 CYAN
- 12.) Two (2) carts of Plotter Ink for HP DesignJet T830 Magenta
- 13.) Two (2) carts of Plotter Ink for HP DesignJet T830 Yellow
- 14.) Six Hundred (600) pcs of 200 Microms A4 size PVC Binding Cover (transparent)
- 15.) Nine (9) reams of A3 paper (Subs24)
- 16.) Thirty-Six (36) pcs of Heavy Duty Tracing Tube Canister (Expandable)
- 17.) Nine (9) rolls of Tracing Paper 20"x 50 yards 80 gsm (roll)
- 18.) Nine (9) rolls of White Paper 20"x 50 yards sub 24 (roll)
- 19.) Thirty (30) reams of A3 paper (subs 80)
- 20.) Fifteen (15) reams of Special Paper (A4)
- 21.) Six (6) pcs of 25mm Black Plastic Comb Ring Binder
- 22.) Six (6) pcs of 10mm Black Plastic Comb Ring Binder
- 23.) Four Hundred (400) pcs of Special Paper 8.5x13" plain,cream,pale



- 24.) Four (4) reams of Parchment Paper
- 25.) Three (3) packs of Sticker Paper
- 26.) Four (4) packs of Special Paper
- 27.) Four Hundred (400) pcs of Ballpen (Blue/Black)
- 28.) Two (2) pcs of Dater Stamp
- 29.) Fifty (50) pcs of Certificate Jackets
- 30.) Ten (10) pcs of CLEARBOOK, A4 size
- 31.) Ten (10) pcs of CLEARBOOK, Legal size
- 32.) Twenty-Two (22) pcs of Double sided tapes
- 33.) Six (6) boxes of Envelop mailing with WMSU Seal (1box)
- 34.) Sixteen (16) pcs of ENVELOPE, Expanding, Plastic
- 35.) Twenty-Two (22) pcs of ERASER, plastic/rubber
- 36.) Forty (40) pcs of Folder plastic (Long)
- 37.) Forty (40) pcs of Folder plastic (Short)
- 38.) Forty (40) pcs of Manila Paper
- 39.) One (1) piece of Paper Trimmer/Cutting Machine
- 40.) Eight (8) packs of Parchment Paper
- 41.) Four (4) pcs of Pencil Sharpener
- 42.) Eight (8) reams of Special paper
- 43.) Sixteen (16) pcs of Tape Dispenser, Table Top
- 44.) Sixty (60) gallons of Muriatic Acid
- 45.) Twenty (20) cans of Floor Wax
- 46.) Twenty (20) kgs of Chlorine
- 47.) Forty (40) kgs of Powdered Soap
- 48.) One Hundred (100) pcs of Bathroom Deodorizer
- 49.) One Hundred Ten (110) tins of Disinfectant Spray (170g)
- 50.) Twenty (20) pcs of Toilet brush, plastic handle
- 51.) Sixty (60) rolls of Tissue, 2 ply
- 52.) Forty (40) gallon of Alcohol, 70% isoprophyl
- 53.) Sixty (60) tins of Multi-Insect killer Spray



- 54.) Forty (40) kgs of Paraffin Wax
- 55.) Thirty (30) gallons of Disinfectant Bleach Solution
- 56.) Twenty (20) rolls of Plastic Twine
- 57.) Thirty (30) pcs of Water Dipper, medium size
- 58.) Fifty (50) pcs of Broomstick with handle
- 59.) Forty (40) gallons of Toilet bowl cleaner
- 60.) Twenty (20) packs of Garbage bag
size:
XL - 10 packs
XXL - 10 pack
10pcs/pack
- 61.) Twenty (20) packs of Garbage bag
Medium size, 10pcs/pack
- 62.) One (1) rolls of Polyethelene Nylon Rope #20 (10mm) - 200 meters
- 63.) Two (2) boxes of T50 Gun tacker staple wire, 4-14mm size
- 64.) Two (2) kgs of Tie Wire
#10
- 65.) One (1) kgs of Tie Wire
#16
- 66.) One Hundred (100) pcs of Soft Broom
- 67.) Twenty-Five (25) pcs of Mop Head with Handle
- 68.) Twenty-Five (25) pcs of Dust Pan (Indoor)
- 69.) Twenty (20) pcs of Toilet Brush, wooden handle
- 70.) Twenty (20) pcs of Toilet Plunger
- 71.) Fifty (50) pcs of Artificial Grass (30cm x 30cm)
- 72.) Three (3) pcs of Blue Sack Sakolin/Lona (10ft x 10ft)
- 73.) Twelve (12) rolls of Extension Wire
Heavy Duty, 30 m/roll, 3 gang
- 74.) Three (3) pcs of Extension Wire
Heavy Duty, 10 meters, 4gang w/ switch

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 May 23, 2024 until June 5, 2024 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 One Thousand Pesos (Php.1,000.00). (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 Submission will be on or before June 5, 2024 at 9:30 A.M. through Manual Submission.
5. Bid opening shall be on June 5, 2024 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. (if applicable)
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.