



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 Academic/Research Use**
Approved Budget Cost: **PHP 193,820.00**
Purchase Request No.: **PR 24-03-138**
Closing Date: **June 5, 2024**
Delivery Period: **Thirty (30) Calendar Days**
Bid Docs: **Php 500.00**

- 1.) Twenty (20) pcs of Poster Standee, Roll-up, Heavy Duty, 2 ft. x 5 ft.
- 2.) Ten (10) packs of Photo paper Glossy, Resin Satin type, 260GSM, A4,20s
- 3.) Five (5) tins of Varnish Spray, Colorless
- 4.) Five Hundred (500) pcs of ID holder with lanyard
- 5.) One (1) piece of Puncher, Heavy duty
- 6.) Forty-Two (42) packs of Sticker Paper, Glossy, 50s
- 7.) Fifteen (15) packs of Special Paper A4, 120 Sheets, 120GSM
- 8.) Twenty-Four (24) pcs of Highlighter
- 9.) Fourteen (14) pcs of Sign pen, Fine 0.7mm blue
- 10.) One Hundred Three (103) pads of Sticky Notes 3x3 inches, 100 sheets/pad
- 11.) Twenty-One (21) boxes of Ballpen, blue & black color
- 12.) One Hundred Fourteen (114) reams of Bondpaper A4, 70GSM, Subs. 20
- 13.) Two (2) pcs of Stapler #35
- 14.) One Hundred Eighteen (118) reams of Bondpaper Legal, 70GSM, Subs. 20
- 15.) Thirteen (13) boxes of Pencil, lead/graphite, with eraser, 12 pcs/box
- 16.) Thirty-Five (35) pcs of Record Book, 500 pages 214mm x 278mm
- 17.) Twenty-Five (25) bottles of Alcohol, Ethyl, 500 ml
- 18.) Fifty (50) pcs of ID Holder with lanyard
- 19.) One Hundred Fifty-Eight (158) pads of Writing pad, 80 leaves/pad
- 20.) Two Hundred Four (204) pcs of Folders Morocco Sliding Folder - A4 size , 220 gsm
- 21.) Five Hundred (500) pcs of Brown Documentary Envelope
- 22.) Forty-Six (46) packs of Photopaper Glossy, 50s



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 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 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.