



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 University**

Approved Budget Cost: **PHP 2,057,958.29**

Purchase Request No.: **PR 25-01-037**

Closing Date: **October 15, 2025 9:30 AM** Delivery Period: **30 Calendar Days**

Bid Docs: **Php 5,000.00**

*1.) One Thousand Seven Hundred Fifty-Eight (1758) ream of MULTIPURPOSE PAPER
8.5x11" (A4) 80 gsm, Sub 24*

OCTCDEM - 30

VPAA - 10

SCHOLARSHIP - 25

CMED - 143

CLA - 50

SUPPLY - 1500. ABC: Php 404,340.00

*2.) One Hundred Ninety-Nine (199) ream of MULTIPURPOSE PAPER
8.5 x 13" (Legal), 80 gsm, Sub 24*

VPAA - 10

SCHOLARSHIP - 25

OP - 60

CMED - 60

CLA - 44

ABC: Php 55,720.00

*3.) Twenty (20) ream of MULTIPURPOSE PAPER
Short, 80 gsm, Sub 24*

OP . ABC: Php 4,200.00

*4.) Fifty (50) box of CONTINUOUS FORM
4 ply, 280mm x 378mm*

SUPPLY. ABC: Php 96,000.00

*5.) Fifty (50) box of CONTINUOUS FORM
ply, 241mm x 279mm*

SUPPLY. ABC: Php 79,600.00

*6.) Fifty (50) box of CONTINUOUS FORM
4 ply, 241mm x 330mm*

SUPPLY. ABC: Php 87,150.00

*7.) Six (6) box of CONTINUOUS FORM
11×14 7/8, CARBONLESS 4 PLY, SUBS. 16*

SCHOLARSHIP. ABC: Php 11,760.00

8.) Three (3) box of CONTINUOUS FORM



11×14 7/8, CARBONLESS 3 PLY, SUBS. 16

SCHOLARSHIP. ABC: Php 4,890.00

*9.) Three (3) box of CONTINUOUS FORM
9-1/2×13, CARBONLESS 4 PLY, SUBS. 16*

SCHOLARSHIP. ABC: Php 5,580.00

*10.) Three (3) box of CONTINUOUS FORM
9-1/2×11 CARBONLESS 4 PLY SUBS. 16*

SCHOLARSHIP. ABC: Php 3,900.00

*11.) Three (3) box of CONTINUOUS FORM
11×9×1/2, 3 PLY CARBONLESS*

SCHOLARSHIP. ABC: Php 3,345.00

*12.) Three (3) box of CONTINUOUS FORM
5-1/2×9-1/2 CARBONLESS*

SCHOLARSHIP. ABC: Php 2,784.00

*13.) Nine (9) pcs of Record Book
300 pages, 214mm x 217mm*

CMED. ABC: Php 720.00

*14.) Forty-Three (43) pcs of Record Book
500 pages, 214mm x 217mm*

OP - 6

VPAA - 6

SCHOLARSHIP - 10

CLA - 9

CMED - 12. ABC: Php 4,214.00

15.) One Hundred (100) pcs of Notebook, 80 lvs

OCTCDEM. ABC: Php 4,000.00

*16.) Fifty (50) packs of STICKER PAPER
Long, 10 pcs/pack*

OCTCDEM. ABC: Php 3,400.00

*17.) Ten (10) packs of STICKER PAPER, A4
GLOSSY, 135 GSM*

SCHOLARSHIP. ABC: Php 890.00

*18.) Three Hundred (300) packs of Special Paper (for appointment)
Pale cream, long*

HRMO. ABC: Php 18,000.00

19.) Fifty (50) packs of SPECIAL PAPER, LONG

OP. ABC: Php 2,750.00



20.) *Fifty (50) packs of SPECIAL PAPER, SHORT*

OP. ABC: Php 2,750.00

21.) *Sixty-Five (65) packs of PHOTO PAPER, A4 size
Glossy, 230 GSM*

OP - 50

CMED - 15. ABC: Php 10,595.00

22.) *Ten (10) packs of STICKER PAPER
Long, Glossy, 50s/pack,*

OP. ABC: Php 2,140.00

23.) *Fifty (50) pcs of Folder, Pressboard/Expanding, Legal*

SCHOLARSHIP . ABC: Php 476.50

24.) *Ten (10) pcs of Expandable Folder (For Trip Tickets)*

GSO. ABC: Php 300.00

25.) *Fifty (50) box of FOLDER, pressboard, 100 pcs/box*

SUPPLY. ABC: Php 67,500.00

26.) *Five Hundred (500) pcs of Folder White, A4 size*

OCTCDEM - 200

OP - 300. ABC: Php 3,500.00

27.) *Three Hundred Fifty (350) pcs of Folder, Long size*

SCHOLARSHIP - 50

OP - 300. ABC: Php 3,150.00

28.) *Three Hundred Fifty (350) pcs of Folder, Short size*

SCHOLARSHIP - 50

OP - 300. ABC: Php 2,800.00

29.) *Fifty (50) pcs of PLASTIC FOLDER, LONG WITH SLIDER STICK*

SCHOLARSHIP. ABC: Php 850.00

30.) *One Hundred Fifty (150) pcs of Plastic folder, L-type, Long size*

CMED. ABC: Php 6,000.00

31.) *Twenty-Five (25) pcs of Clear Book, long, color yellow*

CMED. ABC: Php 5,000.00

32.) *Twenty-Five (25) pcs of Clear Book, A4, color yellow*

CMED. ABC: Php 4,750.00

33.) *Twenty-Five (25) pcs of DATA FILE BOX, Made of Chipboard with Closed End*



SUPPLY. ABC: Php 3,750.00

34.) Twenty-Five (25) pcs of DATA FILE BOX, Made of Chipboard

SUPPLY. ABC: Php 3,000.00

35.) Fifty (50) pcs of Filer Box, color red, long

CMED. ABC: Php 15,000.00

36.) Three (3) pcs of DESK FILE ORGANIZER, 3-4 LAYER PAPER TRAY

OCTCDEM. ABC: Php 9,000.00

37.) Twenty-Five (25) pcs of Arch File Folder

Legal size, 3" with hard cover, 2 ring binder clip, portrait, red color

CMED. ABC: Php 10,000.00

38.) Nineteen (19) pcs of Arch File Folder

A4 size, 3" with hard cover, side mechanism, 2 ring binder side clip

OCTCDEM - 11 (blue color)

SCHOLARSHIP - 8 (black color). ABC: Php 5,700.00

39.) Twenty-Five (25) packs of Clear Sheet Protector

Long, 11 holes pocket, portrait

100 sheets/pack,

CMED. ABC: Php 6,250.00

40.) Five (5) pcs of Wooden Clip Board, long

CMED. ABC: Php 750.00

41.) Seventy-Five (75) pcs of Certificate Holde, A4 size, color red

CMED. ABC: Php 13,500.00

42.) Four (4) box of ENVELOPE, Documentary, A4, 500 pcs/box

SUPPLY. ABC: Php 4,500.00

43.) One (1) box of ENVELOPE, Documentary, long, 500 pcs/box

OP. ABC: Php 1,500.00

44.) One (1) box of ENVELOPE, Documentary, Short, 500 pcs/box

OP. ABC: Php 1,200.00

45.) Five Hundred Four (504) pcs of Expanding Envelop, Brown color with garter, Legal Size

OCTCDEM - 200

CMED - 150

SCHOLARSHIP - 100

OP - 54. ABC: Php 14,868.00

46.) One Hundred Fifty (150) pcs of Clear Plastic Envelop, long size, expandable



CMED. ABC: Php 7,500.00

47.) Fifty-Seven (57) box of ENVELOPE, Mailing, 500 pcs/box

SUPPLY - 47

OP - 5

CN - 5

ABC: Php 18,126.00

48.) Fifty (50) packs of CARTOLINA, assorted colors, 20 pieces of assorted colors per pack

SUPPLY. ABC: Php 4,850.00

49.) Two (2) pcs of Frame, 33" x 24", with glass

CMED. ABC: Php 2,000.00

50.) Fifteen (15) pcs of Frame, 12" x 18", with glass

CMED. ABC: Php 7,500.00

51.) One Hundred Sixty-Four (164) pcs of MARKER, Permanent, Bullet Tip

Blue Color

SUPPLY - 10

OP - 27

CMED - 17

Red Color

SUPPLY - 5

OP - 27

CMED - 17

Black Color

SUPPLY - 17

OP - 27

CMED - 17. ABC: Php 2,132.00

52.) One Hundred Seventy-Seven (177) pcs of MARKER, Whiteboard

Red Color

SUPPLY - 15

Blue Color

SUPPLY - 31

OCTCDEM - 15

OP - 10

Black Color

SUPPLY - 54

OP - 8

CMED - 44. ABC: Php 4,956.00

53.) Six (6) jars of Ballpen, ballpoint, 100pcs/jar

Blue Color - 2

Red Color - 2

Black Color - 2



OP. ABC: Php 3,780.00

54.) Twenty-Four (24) box of Ballpen, ballpoint, 25 pcs/box

Blue Color

OCTCDEM - 20

VPAA - 2

Black Color

VPAA - 2. ABC: Php 5,280.00

55.) Forty-Six (46) box of SIGN PEN, 0.5mm tip, Gel-type

Black Color

CMED - 7

SUPPLY - 14

Blue Color

CMED - 25

ABC: Php 12,098.00

56.) One Hundred Ninety-Eight (198) pcs of Sign Pen, 0.7mm tip, Gel Type, Good Quality

Blue Color

VPAA - 10

SCHOLARSHIP - 40

OP - 36

Red Color

SCHOLARSHIP - 20

OP - 36

Black Color

SCHOLARSHIP - 20

OP - 36. ABC: Php 6,930.00

57.) Twenty (20) packs of HIGHLIGHTER, 4 colors, pastel color neon, 4 pcs/pack

OCTCDEM - 10

OP - 10. ABC: Php 1,400.00

58.) Ten (10) pcs of Arch File Folder

Legal size, 3" with hard cover, 2 ring binder side clip, blue color

OCTCDEM . ABC: Php 4,000.00

59.) Eight (8) pcs of Stapler #35

OP - 6

GSO - 2. ABC: Php 896.00

60.) Two (2) pcs of Stapler with remover #35

CMED. ABC: Php 350.00

61.) One (1) pc of Stapleless stapler

Specs:

Color: Green; approx. stapling: 10 sheets; approx. size - Height 3.2 cm; approx size - Length 12.0 cm; approx size - Width 10.0 cm



CMED. ABC: Php 350.00

62.) Fifty (50) boxes of Staple Wire # 35

OP - 10

CMED - 30

GSO - 10. ABC: Php 5,000.00

63.) Ten (10) boxes of Staple Wire #10

SCHOLARSHIP. ABC: Php 300.00

64.) Twelve (12) pcs of Correction Fluid, Pen style

SCHOLARSHIP. ABC: Php 720.00

65.) Fifty (50) pcs of Correction tape, 8m

OP. ABC: Php 1,100.00

66.) Twenty-Five (25) pcs of Correction tape, 10m

CMED. ABC: Php 1,875.00

*67.) One Hundred Fifty-Three (153) set of Printer Ink
for Existing Brother Printer (CYMB)*

RAO - 6

HRMO - 18

OP - 6

CPADS - 4

CMED - 15

CLA - 4

SUPPLY - 100. ABC: Php 244,800.00

*68.) Two Hundred Fifty-Six (256) set of Printer Ink
for existing Epson Printer (CYMB)*

RAO 4

DPO 2

FINANCE 15

OCTCDEM 6

HRMO 30

VPAA 2

SCHOLARSHIP 12

CASHIER 30

OP 6

CMED 15

CPADS 4

CLA 20

SUPPLY 110. ABC: Php 324,864.00

*69.) One Hundred Twenty-Five (125) bot of Printer Ink
for existing Brother printer, btd60 black*

CMED 5

SUPPLY 120. ABC: Php 62,500.00

70.) One Hundred Four (104) bot of Printer Ink



for existing Epson printer, 003 Black

CMED 5

SUPPLY 99 . ABC: Php 52,000.00

*71.) Three (3) pcs of HP 85A Toner
for existing printer HP P1102*

BOARD SEC. ABC: Php 27,000.00

*72.) Sixty-Six (66) pcs of Computer Ribbon
for existing Epson LQ-2190 printer*

FINANCE 40

HRMO 6

CASHIER 20. ABC: Php 31,020.00

*73.) One Hundred Twenty (120) pcs of Computer Ribbon
for existing Epson - LX-310 printer*

FINANCE 50

SCHOLARSHIP 20

CASHIER 50. ABC: Php 24,000.00

*74.) Six (6) pcs of Computer Ribbon
for existing Epson - LX-300 printer*

HRMO. ABC: Php 3,000.00

75.) Twenty (20) pcs of Calculator Ribbon, Double Spool

CASHIER. ABC: Php 1,000.00

76.) Forty (40) rolls of Adding Machine Tape, 57mm x 70mm (1 roll)

CASHIER. ABC: Php 2,800.00

77.) Three Hundred Twenty-Three (323) roll of Tape, masking, 48 mm roll

SUPPLY 300

OP 14

CMED 9. ABC: Php 12,920.00

78.) Twenty-Four (24) roll of TAPE, masking, 1"

OP. ABC: Php 432.00

79.) Ninety-Nine (99) roll of Tape, packaging, 48 mm roll

SUPPLY 75

OP 24 . ABC: Php 1,980.00

80.) Forty-Nine (49) roll of Tape, clear, 2"

OP 24

OCTCDEM 10

CMED 15. ABC: Php 1,176.00

81.) Thirty-Three (33) roll of Tape, transparent 1"



OCTCDEM 10

OP 23 . ABC: Php 583.44

82.) FIVE (5) roll of Double sided tape, 1"

SCHOLARSHIP. ABC: Php 250.00

83.) Twenty (20) roll of Double sided tape, 2"

SCHOLARSHIP 5

CMED 15. ABC: Php 1,100.00

84.) Fifteen (15) roll of Duct tape, 2"

CMED. ABC: Php 2,250.00

85.) Four (4) pcs of Tape dispenser, table top, 1" Heavy Duty

SCHOLARSHIP 1

OP 3 . ABC: Php 480.00

86.) Three (3) pcs of Tape dispenser, table top, 2" Heavy Duty

OP. ABC: Php 1,500.00

87.) Thirty-Eight (38) gals of Alcohol, 70% Isoprophyl

SCHOLARSHIP 2

OP 6

GSO 5

CMED 25. ABC: Php 19,000.00

88.) Ten (10) bot of Alcohol, Ethyl, 500 ml

CLA . ABC: Php 900.00

89.) Two (2) pcs of Puncher, heavy duty, 3 hole

OCTCDEM. ABC: Php 1,000.00

90.) Two (2) pcs of Puncher, heavy duty, 2 hole

OCTCDEM. ABC: Php 600.00

91.) Twenty (20) pcs of Certificate Holder, Legal size

OCTCDEM. ABC: Php 7,000.00

92.) Twenty (20) pcs of Certificate Holder, A4 size

OCTCDEM. ABC: Php 6,000.00

93.) Eight (8) pcs of Easle Stand

Adjustable Aluminum Steel Easle Stand

OCTCDEM. ABC: Php 16,000.00

94.) Fifty (50) pcs of Certificate Jacket



OCTCDEM. ABC: Php 2,100.00

95.) One Hundred Fifty (150) pcs of ID holder with lanyard

OCTCDEM. ABC: Php 5,700.00

96.) Twenty-Six (26) jars of Glue, 130 grams/jar

SCHOLARSHIP 6

OP 20 . ABC: Php 1,716.00

97.) Three (3) pairs of Scissors, heavy duty, 8.5" stainless steel

OP. ABC: Php 600.00

98.) Ten (10) pairs of Scissors, 5"

SCHOLARSHIP. ABC: Php 300.00

99.) One Hundred Fifty (150) packs of AA BATTERY, dry cell, 2pcs/blister pack

SUPPLY. ABC: Php 6,750.00

100.) Twenty (20) packs of AA Battery, dry cell, 4 pcs/blister pack

CMED. ABC: Php 2,000.00

101.) Twenty (20) packs of AAA Battery, dry cell, 4 pcs/blister pack

CMED. ABC: Php 3,000.00

102.) Twenty-Five (25) box of Clip, Backfold, 50mm, 12 pcs/box

CMED . ABC: Php 1,572.25

103.) Two Hundred Two (202) box of Paper Clip, vinly/plastic coated, 33mm

SUPPLY 52

CMED 150 . ABC: Php 4,040.00

104.) Sixty (60) box of Paper Clip, vinly/plastic coated, 55mm

CMED. ABC: Php 3,000.00

105.) Two Hundred (200) packs of Sticky Notes for Signature, arrow flag, multicolor, translucent, 8 in 1 pack

with "sign here" - 100 packs

Plain - 100 packs

CMED. ABC: Php 18,000.00

106.) Ninety-Six 96 pads of Post It Notes, 3" x 3"

OP. ABC: Php 2,880.00

107.) Ten (10) box of Pencil, Lead/Graphite, with eraser, 12 pcs/box

OP . ABC: Php 447.10



108.) One Hundred Twenty-Five (125) box of Fastener, metal, non-sharp edges, 50 sets per box

SUPPLY. ABC: Php 13,125.00

*109.) Seventy-Five (75) box of Fastener, 70mm, vinyl coated, 50 sets/box
CN 50*

CMED 25 . ABC: Php 3,900.00

110.) Five (5) set of Stamp Pad with Refill, extra large, blue color

CMED

ABC: Php 10,000.00

111.) Twenty-Four (24) pcs of Stamp Pad, color blue

OP. ABC: Php 10,800.00

112.) Four (4) pcs of Dater

OP. ABC: Php 440.00

113.) Twenty-One (21) pcs of White Board Eraser

OP 6

CMED 15 . ABC: Php 357.00

114.) Four (4) pcs of Meter Stick

OP. ABC: Php 600.00

115.) Two (2) pcs of Paper Cutter, wood base, A4 size

OP. ABC: Php 1,600.00

116.) Twelve (12) unit of Calculator, Compact

SUPPLY. ABC: Php 3,720.00

117.) One (1) unit of Calculator, Electronic

CMED. ABC: Php 350.00

118.) One (1) unit of Numbering Machine, heavy duty, 8 digits

CMED. ABC: Php 200.00

119.) Two (2) pcs of Gun Tacker, Heavy Duty, T50

OCTCDEM. ABC: Php 1,000.00

120.) Two (2) box of Gun Tacker Wire, T50

GSO. ABC: Php 140.00

121.) Twenty-Six (26) pcs of Flash Drive, 64 GB

SUPPLY. ABC: Php 9,100.00

122.) Thirty (30) pcs of Philippine National Flag



Standard size

SUPPLY. ABC: Php 7,500.00

123.) Two (2) pcs of Medical Dressing Cart

CMED. ABC: Php 2,000.00

124.) Twenty-Five (25) pcs of Key Holder, plastic, assorted color

CMED. ABC: Php 3,750.00

125.) Fifty (50) packs of Wet Wipes, 80-90 pulls/packs

CMED. ABC: Php 7,500.00

126.) Two (2) tins of Lubricant Degreaser, rust remover, 100ml

CMED. ABC: Php 400.00

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. 9184 (The Government Procurement 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 (Eligibility Checklist can be downloaded in the associated components of this Invitation to Bid).

IMPORTANT NOTICE FOR BIDDERS:

1. Bidding papers may be acquired starting September 24 to October 15, 2025, from the BAC Office or download from agency website (www.wmsu.edu.ph) and PhilGEPS website. 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 proposal duly signed by your representative in a sealed envelope. Failure to submit any of the eligibility documents, technical components and financial proposal during bid opening will result in disqualification.
4. Pre-Bid Conference will be on October 1, 2025 9:30 AM at BAC Office for Goods, WMSU, 2nd Floor Administration Building, Zamboanga City and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.
5. Bid Submission will be on or before October 15, 2025 9:30 AM. through Manual Submission.
6. Bid opening shall be on October 15, 2025 9:30 AM. at BAC Office, 2nd Floor Administration Building, WMSU, Zamboanga City, Philippines, 7000. Bids will be opened in



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Normal Road, Baliwasan Zamboanga City
www.wmsu.edu.ph
Telephone: 062-991-1771 LOC 1003



the presence of the Bidders representatives who choose to attend at the address above. Late bids shall not be accepted.

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.