



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 Office Supplies for the University** Approved Budget Cost: **PHP 943,753.00** Purchase Request No.: **PR 25-03-106** Closing Date: **April 30, 2025 9:30 A.M.** Delivery Period: **Thirty (30) Calendar Days** Bid Docs: **Php.1,000.00**

1.) One Hundred Forty (140) ream of BONDPAPER, A4, Sub 28, GSM 100

TEC. ABC: Php 72,100.00

2.) Seventy (70) ream of BOND PAPER (FOR TEST BOOKLET) A4, Sub 16, GSM 70

TEC. ABC: Phpf 14,700.00

3.) Seventy (70) ream of BOND PAPER, A4, Sub 18, GSM 80

TEC. ABC: Php 16,100.00

4.) Two (2) ream of BOND PAPER, 12" x 18", Sub24, GSM 80

TEC. ABC: Php 800.00

5.) Thirty (30) ream of Bond Paper, Short, 70 gsm Subs. 20

GUIDANCE. ABC: Php 6,300.00

6.) Four Hundred Eighty-Three (483) ream of Bond Paper. Long, 70 gsm, Subs. 20

GUIDANCE - 30 LIBRARY - 130 ATHLETICS/SCUAA - 30 CN-RLE - 293. ABC: Php 111,090.00

7.) One Hundred Twenty-Eight (128) ream of BOND PAPER, LEGAL (8.5 x 13), Subs. 24, 80 gsm

TEC - 70 MEDICAL - 10 GUIDANCE - 30 NSTP - 13 CFES - 5. ABC: Phpf 34,560.00

8.) Tow Hundred Twenty-Two (222) ream of Bond Paper, A4, 80 gsm, Subs. 24

CFES - 5 MEDICAL - 15 GUIDANCE - 9 LIBRARY - 151 ATHLETIC/SCUAA - 28 NSTP - 14. ABC: Php 51,060.00





9.) Two Hundred Sixty-Two (262) ream of Book Paper, A4, 70 gsm, Subs. 20

GUIDANCE - 2 CN-RLE - 260 ABC: Php 60,260.00

10.) Three (3) box of Continuous Form, 3 ply, 280 mm x 241 mm

TEC. ABC: Php 3,150.00

11.) Fifty (50) box of Vellum, Short 160 gsm, white

CN-RLE. ABC: Php 60,000.00

12.) Fifty (50) box of Vellum, long, 160 gsm, white

CN-RLE. ABC: Php 60,000.00

13.) One (1) box of Vellum, White, 100gsm, 8.5 x 11 (letter)

GUIDANCE. ABC: Php 1,300.00

14.) Five (5) packs of Vellum Paper, long, 100 sheets/pack

ATHLETIC/SCUAA. ABC: Php 1,750.00

15.) Three (3) ream of Special Paper, long, 200 gsm

GUIDANCE. ABC: Php 1,350.00

16.) One Hundred Five (105) pack of Special Paper, A4, 180 gsm, white, 10s/pack

LIBRARY. ABC: Php 6,300.00

17.) Three (3) ream of Construction Paper, Letter Size, Assorted Colors

GUIDANCE. ABC: Php 630.00

18.) Forty (40) pack of Construction Paper, assorted color, 9" x 12", 20 pcs/pack

LIBRARY. ABC: Php 1,360.00

19.) Two (2) ream of Laid Paper, 8.5" x 13", 85 gsm, cornfield cream color, 500's/ream

LIBRARY . ABC: Php 3,600.00

20.) Ten (10) pack of Paper Sticker, Long, White

GUIDANCE. ABC: Php 800.00

21.) Thirty-Five (35) pack of Sticker Paper, A4, Matte Sticker, Inkjet Printer Friendly, 10s/pack

LIBRARY - 15 GUIDANCE - 20. ABC: Php 3,115.00

22.) One Hundred (100) roll of Barcode Sticker, short, 80 gsm, matte

LIBRARY. ABC: Php 7,000.00





23.) Five (5) pack of Color Paper, short size, 20 pcs/pack

LIBRARY. ABC: Php 200.00

24.) Fifty-Two (52) pack of Photo Paper, A4 Size, Plain White, Glossy, 230 gsm, 20 Pcs/ pack

GUIDANCE - 17 ATHLETICS/SCUAA - 20 LIBRARY - 15. ABC: Php 4,940.00

25.) One Hundred (100) pack of Photo Paper Matte A4, 180 gsm, 20s/pack

LIBRARY. ABC: Php 5,000.00

26.) Three (3) pcs of Clearbook, legal size, Green

GUIDANCE. ABC: Php 135.00

27.) Three (3) pcs of Clearbook, A4, Green

GUIDANCE. ABC: Php 120.00

28.) One Hundred Fifty (150) pcs of Jacket Certifcate, A4 size, Plain

CN-RLE. ABC: Php 4,500.00

29.) One Hundred (100) pcs of Jacket Certifcate, Legal Size, Plain

CN-RLE. ABC: Php 3,000.00

30.) Fifty (50) pcs of Jacket Certifcate, plastic transparent, Long

GUIDANCE. ABC: Php 2,100.00

31.) Six (6) roll of Plastic Cover, 48" x 50 yards/roll LIBRARY. ABC: Php 5,400.00

32.) One (1) box of Mailing Envelope with window

TEC. ABC: Phpf 635.00

33.) Eight (8) box of Mailing Envelope

OCTA - 2 GUIDANCE - 1 CN-RLE - 5 . ABC: Php 4,520.00

34.) One Hundred (100) pcs of Mailing Envelop

ATHLETIC/SCUAA. ABC: Php 200.00

35.) Four Hundred Ninety (490) pcs of Documentary Envelope, Long, Brown

GUIDANCE - 100 MEDICAL - 200 LIBRARY - 190 ABC: Php 1,960.00

36.) Twenty (20) pcs of Documentary Envelope, short, brown

LIBRARY. ABC: Php 60.00





37.) Two Hundred (200) pcs of Documentary Envelop, A4, brown

MEDICAL. ABC: Php 400.00

38.) Three (3) box of Documentary Envelope, legal

OCTA - 2 CN-RLE - 1 . ABC: Php 3,900.00

39.) Three Hundred Twenty (320) pcs of Expandable Envelope with garter, long

LIBRARY - 220 TEC - 50 GUIDANCE - 50 ABC: Php 5,120.00

40.) Fifty-Four (54) pcs of Expandable Folder, long

LIBRARY - 10 ATHLETIC/SCUAA - 44. ABC: Php 918.00

41.) Two Hundred (200) pcs of Folder White, A4

MEDICAL. ABC: Php 1,400.00

42.) One Hundred Sixty (160) pcs of Folder White, long

LIBRARY. ABC: Php 1,440.00

43.) Thirty (30) pcs of Plastic Folder, red color, long

LIBRARY. ABC: Php 480.00

44.) Five (5) pack of Cartolina, Assorted Color, 20 pcs/pack

LIBRARY. ABC: Php 825.00

45.) Ten (10) pcs of Cartolina

ATHLETIC/SCUAA . ABC: Php 150.00

46.) Two (2) pad of PVC Cutting Mat, A3, 455 x 305 x 3 mm, pad

LIBRARY. ABC: Php 540.00

47.) Twenty-One (21) pad of Sticky Notes, 3 x 3 inches, 100 sheets/pad

LIBRARY. ABC: Phpf 441.00

48.) One Hundred (100) pcs of Correction Tape, 30 m long

TEC. ABC: Php 5,000.00

49.) Sixty-Seven (67) pcs of Correction Tape, 8 m long

GUIDANCE - 15 LIBRARY - 37 MEDICAL - 15. ABC: Phpf 1,340.00

50.) Three Hundred Fifty-Three (353) pcs of White Board Marker Bullet Tip





ATHLETIC/SCUAA - 50 MEDICAL - 5 GUIDANCE - 5 OCTA - 5 CN-RLE - 56

(Blue) ATHLETIC/SCUAA - 50 MEDICAL - 5 GUIDANCE - 5 CN-RLE - 56

(Red) ATHLETIC/SCUAA - 50 GUIDANCE - 5 OCTA - 5 CN-RLE - 56. ABC: Php 8,825.00

51.) Six (6) pcs of Permanent Marker, chisel tip Black LIBRARY - 4

Blue LIBRARY - 2. ABC: Php 240.00

52.) One Hundred Twelve (112) pcs of Permanent Marker, bullet tip Black ATHLETIC/SCUAA - 6 OCTA - 5 TEC - 20 Library - 24

Red ATHLETIC/SCUAA - 6 TEC - 20

Blue ATHLETIC/SCUAA - 6 OCTA - 5 TEC - 20. ABC: Php 2,240.00

53.) Seventeen (17) botlle of Alcohol, 70% isopropyl, 500 ml.

TEC - 10 LIBRARY - 2 ATHLETIC/SCUAA - 5. ABC: Php 1,530.00

54.) Five (5) gallon of Alcohol, Isoprophyl 70% Solution

GUIDANCE - 3 LIBRARY - 2. ABC: Php 2,390.00

55.) One Hundred Fifty-Two (152) sets of Printer Ink for Epson Printer (CYMB)

MEDICAL - 9 GUIDANCE - 13 LIBRARY - 18 CSSPE - 12





ATHLETIC/SCUAA - 5 CN-RLE - 94 TEC - 1. ABC: Php 192,888.00

56.) Ten (10) set of Printer Ink for Existing Brother Printer Brother DCP T700W-BT5000 (CYMB)

GUIDANCE - 10. ABC: Php 16,000.00

57.) Seventy-Nine (79) bottle of Printer Ink, Epson T6641 - Black

MEDICAL - 10 LIBRARY - 15 CN-RLE - 50 TEC - 4. ABC: Php 23,700.00

58.) Twenty (20) box of Paper clip, Vinyl/Plastic Coated 50mm, Jumbo

MEDICAL - 20. ABC: Php 440.00

59.) Ten (10) pcs of Scissors, Symmetrical or Ayssmetrical, 7 inches

MEDICAL - 10. ABC: Php 300.00

60.) Ten (10) pcs of Cutter/Utility Knife, for general purpose, retractable blade

TEC - 10. ABC: Php 400.00

61.) Three Hundred Forty-Eight (348) pcs of Sign Pen Blue Liquid or Gel, 0.5mm

Black MEDICAL - 100 GUIDANCE - 30 OCTA - 17

Blue MEDICAL - 100 GUIDANCE - 30 OCTA - 17 Library - 36

Red OCTA - 18. ABC: Php 5,220.00

62.) Thirty-Nine (39) pcs of Sign Pen, Gel type, 0.7mm Tip

Blue GUIDANCE - 30

Black OCTA - 9. ABC: Php 1,365.00

63.) Five (5) pcs of Sign Pen, Gel type, 0.3 mm Tip, Black

OCTA. ABC: Php 156.00

64.) Fourteen (14) box of Ordinary Ballpen, 25 pcs/box

Black LIBRARY - 3





Guidance - 2 SCUAA - 2

Blue LIBRARY - 5 Guidance - 2. ABC: Php 3,080.00

65.) Thirty-Eight (38) box of Staple Wire Standard #35 (heavy duty)

MEDICAL - 10 GUIDANCE - 10 LIBRARY - 18. ABC: Php 1,178.00

66.) Five (5) box of Staple Wire, heavy duty (binder type), 23/13

OCTA. ABC: Php 170.00

67.) Ten (10) box of Staple Wire, #10, width 12 mm, leg length 10mm

GUIDANCE. ABC: Php 250.00

68.) Twenty-One (21) pcs of Stapler #35

MEDICAL - 10 GUIDANCE - 3 LIBRARY - 8. ABC: Php 2,352.00

69.) Eleven (11) pcs of Tape Dispenser, Table Top

MEDICAL - 2 GUIDANCE - 2 LIBRARY - 7. ABC: Php 1,320.00

70.) Five (5) roll of Masking Tape, 24mm, 1"

OCTA. ABC: Php 130.00

71.) One Hundred Forty-Six (146) roll of Masking Tape, 48 mm, 2"

OCTA - 5 ATHLETIC/SCUAA - 72 LIBRARY - 14 GUIDANCE - 5 TEC - 50. ABC: Php 8,030.00

72.) One Hundred Forty-Two (142) roll of Tape, Transparent, 24mm, 1"

LIBRARY - 58 OCTA - 13 GUIDANCE - 5 TEC - 66 ABC: Php 1,278.00

73.) One Hundred Sixty-Nine (169) roll of Tape, transparent, 48 mm, 2"

OCTA - 7 LIBRARY - 61 MEDICAL - 20 GUIDANCE - 5 TEC - 76. ABC: Php 2,873.00





74.) Forty-Three (43) roll of Packing Tape, 48mm

LIBRARY - 1 GUIDANCE - 6 TEC - 36. ABC: Php 1,548.00

75.) Thirty-One (31) roll of Double-sided Tape, 1 inch

GUIDANCE - 5 Library - 26. ABC: Php 651.00

76.) Five (5) roll of Double-sided Tape, 2 inches

GUIDANCE. ABC: Php 290.00

77.) Six (6) pcs of Glue Tape, 6mm x 8m with refill

LIBRARY. ABC: Php 600.00

78.) Two (2) pcs of Glue Gun, small size

GUIDANCE. ABC: Php 400.00

79.) One (1) gallon of WHITE GLUE, Non-toxic, non flammable

TEC . *ABC*: *Phpf* 580.00

80.) Ten (10) pack of Glue Stick, small, 7.5" long, 6 pcs/pack

LIBRARY - 7 GUIDANCE - 3. ABC: Php 300.00

81.) Two (2) bottle of PADDING GLUE, Red, 500grams/bottle

TEC. ABC: Php 680.00

82.) Eighteen (18) bottle of Glue, 130 grams/bottle

LIBRARY. ABC: Php 1,188.00

83.) Three (3) bottle of Rugby Contact Cement, 300 ml.

LIBRARY. ABC: Php 270.00

84.) Two Hundred Sixty (260) pack of Battery, Dry Cell, AAA

LIBRARY - 28 GUIDANCE - 10 CN-RLE - 222. ABC: Php 6,500.00

85.) Two Hundred Five (205) pack of Battery, Dry cell AA

GUIDANCE - 10 LIBRARY - 32 ATHLETIC/SCUAA - 16 CN-RLE - 147. ABC: Php 4,100.00

86.) Twenty-Three (23) box of Binder clip, 51mm





GUIDANCE - 10 LIBRARY - 13. ABC: Php 1,886.00

87.) Forty-Seven (47) box of Binder clip, 32mm

GUIDANCE - 35 LIBRARY - 12. ABC: Php 705.00

88.) Twenty-One (21) box of Binder clip, 25mm

GUIDANCE - 10 LIBRARY - 11. ABC: Php 630.00

89.) Ten (10) box of Binder clip, 19mm

GUIDANCE. ABC: Php 210.00

90.) Ten (10) box of Binder clip, 15mm

GUIDANCE. ABC: Php 170.00

91.) Eleven (11) box of Paper Clip, vinyl/plastic coated, 50mm

LIBRARY. ABC: Php 242.00

92.) Twenty-Five (25) pcs of Record Book, 300 PAGES, 214mm x 278mm

OCTA - 5 CN-RLE - 20. ABC: Php 1,625.00

93.) Thirty-Two (32) pcs of Record Book, 500 PAGES, 214mm x 278mm

OCTA - 5 LIBRARY - 7 CN-RLE - 20. ABC: Php 3,040.00

94.) One (1) pc of Paper Trimmer, A4

LIBRARY. ABC: Php 470.00

95.) Eleven (11) pcs of Scissors, Symmetrical or Asymmetrical, 7-6" min.

LIBRARY - 9 OCTA - 2. ABC: Php 550.00

96.) Ten (10) pcs of Cutter Knife, 9mm retractable blade

LIBRARY - 5 ATHLETIC/SCUAA - 5. ABC: Php 500.00

97.) Two (2) pcs of Cutter Blades, 9mm/tube

LIBRARY. ABC: Php 60.00

98.) Ten (10) box of Fastener, 70mm, vinyl coated

OCTA - 5 CN-RLE - 5. ABC: Php 600.00





99.) Seventeen (17) box of Fastener, non-sharp edge (metal), 50 sets/box

LIBRARY - 11 ATHLETIC/SCUAA - 6. ABC: Php 782.00

100.) Thirty-One (31) box of Pencil lead/graphite with eraser, 12 pcs/box

GUIDANCE - 25 LIBRARY - 1 ATHLETIC/SCUAA - 5. ABC: Php 2,108.00

101.) Seven (7) pcs of Pencil Sharpener, heavy duty, manual table type sharpener

TEC - 1 CN-RLE - 6. ABC: Php 1,820.00

102.) Ten (10) pcs of Rubber Eraser

GUIDANCE. ABC: Php 170.00

103.) Twenty (20) pcs of Eraser, felt for blackboard/whiteboard

CN-RLE. ABC: Php 300.00

104.) Four (4) pcs of Dater Stamp

TEC - 2 OCTA - 2. ABC: Php 2,256.00

105.) Six (6) pcs of Stamp Pad, Violet Felt 3 x 5

LIBRARY. ABC: Php 264.00

106.) Twenty (20) bottle of Stamp Pad Ink, Violet

LIBRARY - 18 TEC - 2. ABC: Php 340.00

107.) Two (2) pcs of PAPER TRAY ORGANIZER, 3 layers, metal, mesh type, gray color

TEC. ABC: Php 1,500.00

108.) Nineteen (19) pcs of Filing Box , Long, H-9 1/2" x W-5" x L-16"

GUIDANCE - 15 OCTA - 4. ABC: Php 2,470.00

109.) Fifteen (15) pcs of Arch File, 2 ring, 3" long size, side clip

GUIDANCE. ABC: Php 2,250.00

110.) Fifteen (15) pcs of Arch File, 2 ring, 3" A4 size, side clip

GUIDANCE. ABC: Php 1,650.00

111.) Thirteen (13) pcs of Puncher, heavy duty steel, 2 holes

GUIDANCE - 2 LIBRARY - 11. ABC: Php 2,314.00





112.) One (1) pc of Cash Box
Material: Metal
Design: five (5) compartments of cantilever tray for coins and four (4) spring clips for Paper bills
Dimensions: 30cm x 24cm x 9cm

LIBRARY. ABC: Php 600.00

113.) Four (4) box of Thumb Tacks, regular, high quality, 2 dozen/box

LIBRARY. ABC: Php 400.00

114.) Seven (7) pack of Push Pin Push Pin, assorted color, 50 pcs/pack

LIBRARY. ABC: Php 350.00

115.) Three (3) pcs of Ruler, transparent, 12 inches long

LIBRARY. ABC: Php 75.00

116.) Seven (7) pcs of Ruler, transparent, 6 inches long

LIBRARY. ABC: Php 105.00

117.) One Hundred Fifty (150) pcs of ID Jacket

ATHLETIC/SCUAA. ABC: Php 1,800.00

118.) One Hundred Fifty (150) pcs of ID Lanyard

ATHLETIC/SCUAA. ABC: Php 1,200.00

119.) Three (3) pcs of Wall Clock, Analog, 12 inches

LIBRARY. ABC: Php 600.00

120.) Two (2) pack of Cotton (Big)

ATHLETIC/SCUAA. ABC: Php 100.00

121.) Forty (40) pack of Wet Wipes

ATHLETIC/SCUAA. ABC: Php 2,000.00

122.) Seventy-Five (75) pack of Toilet Tissue Paper, 2 ply, 12 roll/pack

MEDICAL - 15 OCTA - 10 CN-RLE - 50. ABC: Php 8,250.00

123.) One Hundred Ten (110) pack of INTERFOLDED PAPER TOWEL

OCTA - 10 CN-RLE - 100. ABC: Php3,850.00

124.) Twenty-Four (24) pcs of Bath Towel, standard size, thick mesh, White

CN-RLE. ABC: Php 7,200.00





125.) Twenty-Four (24) dozen of Face Towel, white, rectangular

CN-RLE. ABC: Php 7,200.00

126.) Twenty-Four (24) pcs of Paper Towel/DISPOSABLE UNDERPADS, square, thick mesh, 10 pcs/pack

CN-RLE. ABC: Php 7,200.00

127.) Twenty-Four (24) pcs of Pillow Case, White, Rectangular Size, W 20" x 30" L

CN-RLE. ABC: Php 1,200.00

128.) Twenty-Four (24) pcs of Bedsheets, White, Rectangular Size, W 46" x 70" L

CN-RLE. ABC: Php 7,200.00

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 April 23 to April 30, 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 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 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.

6. Bid Submission will be on or before April 30, 2025 9:30 A.M. through Manual Submission.

7. Bid opening shall be on April 30, 2025 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.

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

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

10. Warranty shall be for a period of Six (6) months for supplies and materials. One (1) year







11. 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.