



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 Copier Machine for the University Records Office**

Approved Budget Cost: **PHP 110,000.00**

Purchase Request No.: **PR 25-03-146**

Closing Date: **June 3, 2025 9:30 AM**

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

Bid Docs: **Php 500.00**

1.) One (1) unit of COPIER MACHINE

Specification:

.Type: A4 Color Laser Multifunction Printer (MFP)

.Functions: Printer, Copier, Scanner, Fax (All-in-One)

.Print/Copy Speed: At least 35 pages per minute (ppm) for both mono and color

.Print Resolution: Minimum 1200 x 1200 dpi

.Processor: at least 1.2 GHz dual-core processor

.Memory (RAM): At least 1 GB

.Standard Paper Capacity: Minimum 350 sheets (including multipurpose tray)

.Maximum Paper Capacity: Expandable up to 1,850 sheets

.Duplex Printing: Automatic (Standard)

.ADF (Automatic Document Feeder): Dual Scan ADF, at least 75-sheet capacity

.Scanning Resolution: At least 600 dpi (optical)

.Supported Paper Sizes: A6 to A4, Legal

.Monthly Duty Cycle: At least 100,000 pages/month

.Connectivity: USB 2.0, Ethernet (Gigabit LAN), optional Wi-Fi

.Touchscreen Display: At least 7-inch color LCD touchscreen

.Mobile Printing Support: Must support AirPrint, Mopria, or equivalent

.Fax Functionality: Super G3 Fax, 33.6 kbps, JBIG compression

.Operating System: Compatible with Windows, macOS, Linux

.Security Features: Secure print, network authentication, IPsec, SSL

INCLUDE: AVR at least 1000VA Servo Motor Type

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 May 21 to June 3, 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 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 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. Bid Submission will be on or before June 3, 2025 9:30 AM. through Manual Submission.
5. Bid opening shall be on June 3, 2025 9:30 AM. 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.