



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 Various Supplies for the RESEL – EXTENSION SERVICES**

Approved Budget Cost: **PHP 52,449.00**

Purchase Request No.: **PR 26-05-186**

Closing Date: **June 30, 2026 9:30 AM**

- 1.) 1 unit of Digital Weighing Scale, 1 gram accuracy. 850.00/unit. Total of 850.00
- 2.) 1 unit of Sealing Machine, impulse sealer . 1,500.00/unit. Total of 1,500.00
- 3.) 2 boxes of Surgical Face Masks
 - 1) Disposable, 3-ply
 - 2) 100 pieces/box. 360.00/boxes. Total of 720.00
- 4.) 2 bottles of Alcohol
 - 1) 70% Isopropyl with Moisturizer, Hypoallergenic
 - 2) 500 ml/bottle. 90.00/bottles. Total of 180.00
- 5.) 50 boxes of Ballpen
 - 1) black ink
 - 2) 0.5mm point tip
 - 3) gel type
 - 4) 12 pcs/box. 108.00/boxes. Total of 5,400.00
- 6.) 25 reams of Bond Paper
 - 1) legal size
 - 2) 70gsm
 - 3) subs. 20 . 299.00/reams. Total of 7,475.00
- 7.) 25 reams of Bond Paper
 - 1) A4 size
 - 2) 70gsm
 - 3) subs. 20 . 270.00/reams. Total of 6,750.00
- 8.) 1 box of Binder Clip
 - 1) backfold type
 - 2) 19mm size
 - 3) 12pcs/box14.00/box. Total of 14.00
- 9.) 10 packs of Coloring Pen
 - 1) Multi-colored pen
 - 2) 12pcs/pack . 150.00/packs. Total of 1,500.00
- 10.) 40 pcs of Cotton Canvass, 1m x 0.75m . 150.00/pcs. Total of 6,000.00
- 11.) 20 rolls of Doubled Sided, 24mm x 11yards. 36.00/rolls. Total of 720.00
- 12.) 100 pcs of Brown Documentary Envelope, Long size . 6.00/pcs. Total of 600.00
- 13.) 100 pcs of Expandable Folder
Long size



color: Red . 20.00/pcs. Total of 2,000.00

- 14.) 2 boxes of Folder
Long size
with fastener
Ordinary
color: White
100pcs/box . 1,380.00/boxes. Total of 2,760.00
- 15.) 200 pcs of Manila Paper . 6.00/pcs. Total of 1,200.00
- 16.) 100 pcs of Notebook
 - 1) yarn stitched
 - 2) 80 leaves. 18.00/pcs. Total of 1,800.00
- 17.) 30 sets of Painting Brush
 - 1) 7pcs/set
 - 2) round & flat. 80.00/sets. Total of 2,400.00
- 18.) 25 boxes of Pencil #2, 10 pcs/box. 42.00/boxes. Total of 1,050.00
- 19.) 55 pcs of Permanent Marker
 - 1) broad tip
 - 2) ink color:
Black : 20 pcs
Blue : 20 pcs
Red : 15 pcs. 20.00/pcs. Total of 1,100.00
- 20.) 100 pcs of Clear Plastic Envelope, Long size. 15.00/pcs. Total of 1,500.00
- 21.) 10 packs of Sticker Label
 - 1) size: 30*50 mm
 - 2) waterproof
 - 3) 10 pcs/pack
. 60.00/packs. Total of 600.00
- 22.) 261 pcs of Resealable Stand-Up Pouch
 - 1) Kraft/plastic
 - 2) 100g capacity (For primary packaging. 5.00/pcs. Total of 1,305.00
- 23.) 20 pairs of Scissors
 - 1) Symmetrical or Asymmetrical
 - 2) 19 x 8 cm
. 42.00/pairs. Total of 840.00
- 24.) 60 packs of Special Paper
 - 1) A4 size
 - 2) 120 gsm
 - 3) 10 pcs/pack. 33.00/packs. Total of 1,980.00
- 25.) 10 boxes of Staple Wire #35. 59.00/boxes. Total of 590.00
- 26.) 5 pcs of Stapler #35. 111.00/pcs. Total of 555.00
- 27.) 20 pcs of White Board Marker
 - 1) Black ink
 - 2) Fine tip. 26.00/pcs. Total of 520.00
- 28.) 3 boxes of Disposable Gloves, 100 pcs/box (for sanitary packaging).
180.00/boxes. Total of 540.00



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



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. 12009 (New Government Procurement Reform Act) and its Implementing Rules and Regulations.

In compliance with RA 12009 Documentary Requirements interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration, Omnibus Sworn Statement (OSS) and other relevant documents (if necessary), upon the submission of quotation.

Award of contract shall be made to the LCRB, MEARB, MARB or HRRB, SCRB, as the case maybe, which complies with the necessary description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by the bidder or his/her duly authorized representative/s.

Submission of Quotation and eligibility documents is on or before June 30, 2026 9:30 AM at the Procurement Office, Ground Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually or email (bac@wmsu.edu.ph).

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 991-1771 loc 1003

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. by lot, if warranted.



REQUEST FOR QUOTATION

Quotation No.: _____

PR-26-05-186

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **JUN 30 2026** at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
 BAC Chairperson for GOODS

NOTE:

- 1 **SUPPLIERS SHALL SUBMIT THEIR REQUEST FOR QUOTATION (RFQ) DULY SIGNED IN A SEALED MAIL/BROWN ENVELOPE**
- 2 **DELIVERY PERIOD** _____ **CALENDAR DAYS** UPON RECEIPT OF THE PURCHASE ORDER.
- 3 **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
- 4 **PRICE VALIDITY** SHALL BE FOR A PERIOD OF **120 CALENDAR DAYS** UPON RECEIPT OF THE PURCHASE ORDER
- 5 **G-EPS REGISTRATION CERTIFICATE** SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6 **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES** SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
- 7 For ABCs above **Php50,000.00**, you are **REQUIRED** to **SUBMIT Omnibus Sworn Statement (OSS)** upon Award.

| Item No. | Qty | Unit | Item and Description | Approved Budget for the Contract (ABC) | Unit Cost | Total Cost |
|----------|-----|---------|---|--|-----------|------------|
| 1. | 1 | unit | Digital Weiging Scale, 1 gram accuracy. 850.00/unit. | P 850.00 | | |
| 2. | 1 | unit | Sealing Machine, impulse sealer . 1,500.00/unit. | P 1,500.00 | | |
| 3. | 2 | boxes | Surgical Face Masks 1) Disposable, 3-ply 2) 100 pieces/box. 360.00/boxes. | P 720.00 | | |
| 4. | 2 | bottles | Alcohol 1) 70% Isopropyl with Moisturizer, Hypoallergenic 2) 500 ml/bottle. 90.00/bottles. | P 180.00 | | |
| 5. | 50 | boxes | Ballpen | P 5,400.00 | | |

EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

1 of 7

Brand & Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

PhilGEPs Certificate No.: _____
 Certificate Reference No.: _____

REY ESPIRITUSANTO / **DANNI VINCENT VILLAREAL**
 Canvasser

Printed Name/Signature : _____
 Tel .No./Cellphone # : _____
 Date : _____



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| | | | | | | |
|----|----|-------|---|--|------------|--|
| | | | 1) black ink 2) 0.5mm point tip 3) gel type 4) 12 pcs/box. 108.00/boxes. | | | |
| 6. | 25 | reams | Bond Paper 1) legal size 2) 70gsm 3) subs. 20 . 299.00/reams. | | P 7,475.00 | |
| 7. | 25 | reams | Bond Paper 1) A4 size 2) 70gsm 3) subs. 20 . 270.00/reams. | | P 6,750.00 | |
| 8. | 1 | box | Binder Clip 1) backfold type | | P 14.00 | |

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| | | | | | |
|-----|-----|-------|---|------------|--|
| | | | 2) 19mm size 3) 12pcs/box . 14.00/box. | | |
| 9. | 10 | packs | Coloring Pen 1) Multi-colored pen 2) 12pcs/pack . 150.00/packs. | P 1,500.00 | |
| 10. | 40 | pcs | Cotton Canvass, 1m x 0.75m . 150.00/pcs. | P 6,000.00 | |
| 11. | 20 | rolls | Doubled Sided, 24mm x 11yards. 36.00/rolls. | P 720.00 | |
| 12. | 100 | pcs | Brown Documentary Envelope, Long size 6.00/pcs. | P 600.00 | |
| 13. | 100 | pcs | Expandable Folder 1) Long size 2) color: Red . 20.00/pcs. | P 2,000.00 | |

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| 19. | 55 | pcs | Permanent Marker 1) broad tip 2) ink color: Black : 20 pcs Blue : 20 pcs Red : 15 pcs. 20.00/pcs. | P 1,100.00 | | |
| 20. | 100 | pcs | Clear Plastic Envelope, Long size. 15.00/pcs. | P 1,500.00 | | |
| 21. | 10 | packs | Sticker Label 1) size: 30*50 mm 2) waterproof 3) 10 pcs/pack . 60.00/packs. | P 600.00 | | |


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| 28. | 3 | boxes | Disposable Gloves, 100 pcs/box (for sanitary packaging). 180.00/boxes. | P 540.00 | | |
| NOTE: RESEL Extension Services (Community Literacy and Advocacy Project (CLAP), Empowering Community, Preserving Culture Building Resilience) | | | | | | |
| | | | | | | Total: |

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