



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 Office Supplies for the CCE**

Approved Budget Cost: **PHP 57,559.00**

Purchase Request No.: **PR 26-05-198**

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

- 1.) 325 pcs of Expanding Envelope with Garter Tie
 - 1) Kraft with smooth surface
 - 2) Legal size
 - 3) Color: green, yellow, blue, pink and red. 28.00/pcs. Total of 9,100.00

- 2.) 500 pcs of Ballpen
 - 1) ordinary
 - 2) blue ink
 - 3) 0.5 mm point. 9.00/pcs. Total of 4,500.00

- 3.) 25 reams of Bond Paper
 - 1) Long size
 - 2) 70 gsm
 - 3) subs. 20. 299.00/reams. Total of 7,475.00

- 4.) 25 reams of Bond Paper
 - 1) A4 Size
 - 2) 70 gsm
 - 3) subs. 20. 270.00/reams. Total of 6,750.00

- 5.) 1 pc of Gun Tacker T50
 - 1) 1/2"/12mm staple wire size
 - 2) Heavy Duty. 984.00/pc. Total of 984.00

- 6.) 30 rolls of Double Sided Tape, 24mm X 11 yards. 36.00/rolls. Total of 1,080.00

- 7.) 30 pcs of Sign Pen
 - 1) 0.5mm tip
 - 2) blue ink
 - 3) liquid/gel type. 23.00/pcs. Total of 690.00

- 8.) 500 pcs of Notebook
 - 1) Steno type
 - 2) Spiral
 - 3) 40 Leaves
 - 4) assorted colors. 18.00/pcs. Total of 9,000.00

- 9.) 1 box of Folder
 - 1) Pressboard
 - 2) Long size
 - 3) 100 pcs/box
 - 4) color: green . 1,620.00/box. Total of 1,620.00

- 10.) 50 packs of Paper Towel Tissue,
 - 1) Interfold
 - 2) 1-Ply Sheet
 - 3) 175 pulls/pack. 99.00/packs. Total of 4,950.00



11.) 20 pcs of Correction Tape, 8M. 18.00/pcs. Total of 360.00

5 boxes of Laminating Film

- 1) 125 MIC x 80 x 110mm
- 2) 100 pcs/box. 300.00/boxes. Total of 1,500.00

12.) 5 boxes of Laminating Film

- 1) 125 MIC x 100 x 150mm
- 2) 100 pcs/box. 350.00/boxes. Total of 1,750.00

13.) 20 bottles of Rubbing Alcohol

- 1) 70% Isopropyl with moisturizer
- 2) 500 ml/bottle. 90.00/bottles. Total of 1,800.00

14.) 1 pc of Senior Executive Chair

- 1) Synthetic Leather
- 2) tilt lock mechanism
- 3) high back with armrest
- 4) gaslift
- 5) chrome steel stand. 6,000.00/pc. Total of 6,000.00

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. 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.: _____

PR26-05-198

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.	325	pcs	Expanding Envelope with Garter Tie 1) Kraft with smooth surface 2) Legal size 3) Color: green, yellow, blue, pink and red. 28.00/pcs.	P 9,100.00		
2.	500	pcs	Ballpen 1) ordinary 2) blue ink 3) 0.5 mm point. 9.00/pcs.	P 4,500.00		
3.	25	reams	Bond Paper 1) Long size	P 7,475.00		

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

1 of 5

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



REQUEST FOR QUOTATION

Quotation No.: _____

PR26-05-198

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.

			2) 70 gsm 3) subs. 20. 299.00/reams.		
4.	25	reams	Bond Paper 1) A4 Size 2) 70 gsm 3) subs. 20. 270.00/reams.	P 6,750.00	
5.	1	pc	Gun Tacker T50 1) 1/2"/12mm staple wire size 2) Heavy Duty. 984.00/pc.	P 984.00	
6.	30	rolls	Double Sided Tape, 24mm X 11 yards. 36.00/rolls.	P 1,080.00	
7.	30	pcs	Sign Pen 1) 0.5mm tip 2) blue ink	P690.00	

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

2 of 5

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./Cellphone #

Date



WORLD'S
UNIVERSITIES
WITH REAL IMPACT



REQUEST FOR QUOTATION

Quotation No.: _____

PR26-05-198

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 Pph50,000.00, you are REQUIRED to SUBMIT Omnibus Sworn Statement (OSS) upon Award.**

			3) liquid/gel type. 23.00/pcs.			
8.	500	pcs	Notebook 1) Steno type 2) Spiral 3) 40 Leaves 4) assorted colors. 18.00/pcs.	P9,000.00		
9.	1	box	Folder 1) Pressboard 2) Long size 3) 100 pcs/box 4) color: green . 1,620.00/box.	P1,620.00		
10.	50	packs	Paper Towel Tissue, 1) Interfold	P4,950.00		

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

3 of 5

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

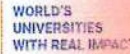
Canvasser

[Signature]
DANNI VINCENT VILLAREAL

Printed Name/Signature

Tel .No./Cellphone #

Date



REQUEST FOR QUOTATION

Quotation No.: _____

PR26-05-198

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.

			2) 1-Ply Sheet 3) 175 pulls/pack. 99.00/packs.		
11.	20	pcs	Correction Tape, 8M. 18.00/pcs.	P360.00	
12.	5	boxes	Laminating Film 1) 125 MIC x 80 x 110mm 2) 100 pcs/box. 300.00/boxes.	P1,500.00	
13.	5	boxes	Laminating Film 1) 125 MIC x 100 x 150mm 2) 100 pcs/box. 350.00/boxes.	P1,750.00	
14.	20	bottles	Rubbing Alcohol 1) 70% Isopropyl with moisturizer 2) 500 ml/bottle. 90.00/bottles.	P1,800.00	

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

4 of 5

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



REQUEST FOR QUOTATION

Quotation No.: _____

PR26-05-198

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.

15.	1	pc	Senior Executive Chair 1) Synthetic Leather 2) tilt lock mechanism 3) high back with armrest 4) gaslift 5) chrome steel stand. 6,000.00/pc.	P6,000.00		
			FOR THE CCE USE			

5 of 5

Total: _____

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

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