



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 RESEL - EXTENSION**

Approved Budget Cost: **PHP 7,226.00**

Purchase Request No.: **PR 26-05-201**

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

- 1.) Nine (9) reams of BOND PAPER
A4, Size: 8.25 x 11.75 inches
70 gsm, Sub. 20. ABC: Php 2,070.00
- 2.) Eight (8) reams of BOND PAPER
Long, 8.5 in. x 13 in.
70gsm, Sub. 20. ABC: Php 2,000.00
- 3.) One (1) pcs of Photopaper
Glossy, A4, 20s. ABC: Php 156.00
- 4.) Ten (10) pcs of Notebook
Steno, Spiral, 40 leaves. ABC: Php 180.00
- 5.) Thirty (30) pcs of Ballpen
Black, 0.5mm point. ABC: Php 270.00
- 6.) Forty-Eight (48) pcs of ID Protector
PVC Plastic, Vertical, waterproof, 7x11cm, transparent. ABC: Php 1,200.00
- 7.) Fifty (50) pcs of ID Badge with sling
PVC Plastic, Vertical, waterproof, 7x11cm, transparent. ABC: Php 1,350.00

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.



WORLD'S
UNIVERSITIES
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REQUEST FOR QUOTATION

Quotation No.: _____

PR-26-05-201

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.	9	reams	BOND PAPER A4, Size: 8.25 x 11.75 inches 70 gsm, Sub. 20. 230.00/reams.	P 2,070.00		
2.	8	reams	BOND PAPER Long, 8.5 in. x 13 in. 70gsm, Sub. 20. 250.00/reams.	P 2,000.00		
3.	1	pcs	Photopaper Glossy, A4, 20s. 156.00/pcs.	P 156.00		
4.	10	pcs	Notebook Steno, Spiral, 40 leaves. 18.00/pcs.	P 180.00		
5.	30	pcs	Ballpen	P 270.00		


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

1 of 2

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 / **DANN VINCENT VILLAREAL**
 Canvasser

 Printed Name/Signature

 Tel .No./Cellphone #

 Date



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			<i>Black, 0.5mm point. 9.00/pcs.</i>		
6.	48	pcs	<i>ID Protector PVC Plastic, Vertical, waterproof, 7x11cm, transparent. 25.00/pcs.</i>	P 1,200.00	
7.	50	pcs	<i>ID Badge with sling PVC Plastic, Vertical, waterproof, 7x11cm, transparent. 27.00/pcs.</i>	P 1,350.00	
			NOTE: RESEL Extension (Train to Sustain Empowering Communities for Mangrove Stewardship)		

Total: _____


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EPS Reference Number : _____
 EPS Solicitation Number : _____
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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