



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 Various Office Supplies for the College of Nursing**

Approved Budget Cost: **PHP 100,164.00**

Purchase Request No.: **PR 26-06-244**

Closing Date: **July 17, 2026 9:30 AM**

- 1.) Fifty (50) pcs of Expanding Brown Envelope with garter tie. ABC: Php 1,400.00
- 2.) One Hundred (100) pcs of Ballpen
 - Black
 - 0.5mm point. ABC: Php 900.00
- 3.) One Hundred (100) pcs of Ballpen
 - Blue
 - 0.5mm point. ABC: Php 900.00
- 4.) One Hundred (100) reams of Bondpaper
 - Long size
 - 70 gsm
 - subs. 20. ABC: Php 29,900.00
- 5.) One Hundred (100) reams of Bondpaper
 - A4 size
 - 70 gsm
 - subs. 20. ABC: Php 27,000.00
- 6.) Fifty (50) bottles of All purpose Glue, 500ml. ABC: Php 4,700.00
- 7.) Fifty (50) boxes of Paper Clip
 - 33 mm
 - vinyl coated. ABC: Php 1,650.00
- 8.) Thirty (30) pcs of Correction Tape, 8m. ABC: Php 540.00
- 9.) Ten (10) pcs of Record Book, 500 pages. ABC: Php 1,030.00
- 10.) Sixty (60) pcs of Sign Pen
 - Liquid or gel type
 - 0.5mm point
 - color:
 - black : 30 pcs
 - blue : 30 pcs. ABC: Php 960.00
- 11.) One Hundred (100) packs of Toilet Tissue paper, 2 Ply. ABC: Php 12,700.00
- 12.) Twenty (20) packs of AA Battery
 - Dry Cell
 - 2 pcs/blister pack. ABC: Php 440.00
- 13.) Twenty (20) packs of AAA Battery
 - Dry Cell
 - 2 pcs/blister pack. ABC: Php 600.00
- 14.) Twenty (20) pcs of Door Knob



- Satin Stainless Steel Keyed Entry Door Knob with Lock
- standard size. ABC: Php 12,000.00

15.) Eighty (80) pcs of Expanded Folder

- Long Size
- Color: Red. ABC: Php 1,600.00

16.) Three (3) sets of Printer Ink

- for existing Brother Printer, BTD60 & BT500(CYMB). ABC: Php 3,594.00

17.) Ten (10) box of Push Pins. ABC: Php 250.00

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 July 17, 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 1002

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-26-06-244

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 **JUL 17 2026** at **9:30 A.M.** in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

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.	50	pcs	Expanding Brown Envelope with garter tie. 28.00/pcs.	P1,400.00		
2.	100	pcs	Ballpen - Black - 0.5mm point. 9.00/pcs.	P900.00		
3.	100	pcs	Ballpen - Blue - 0.5mm point. 9.00/pcs.	P900.00		
4.	100	reams	Bondpaper - Long size - 70 gsm - subs. 20. 299.00/reams.	P29,900.00		
5.	100	reams	Bondpaper - A4 size - 70 gsm - subs. 20. 270.00/reams.	P27,000.00		
6.	50	bottles	All purpose Glue, 500ml. 94.00/bottles.	P4,700.00		

EPS Reference Number : _____

EPS Solicitation Number : _____

EPS Closing Date : _____

1 of 3

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.

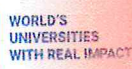
PhilGEPS Certificate No.: _____
Certificate Reference No.: _____

REY ESPIRITUSANTO / **DANNI VINCENT VILLAREAL**
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date



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JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

JUL 09 2026

7.	50	boxes	Paper Clip - 33 mm - vinyl coated. 33.00/boxes.	P1,650.00		
8.	30	pcs	Correction Tape, 8m. 18.00/pcs.	P540.00		
9.	10	pcs	Record Book, 500 pages. 103.00/pcs.	P1,030.00		
10.	60	pcs	Sign Pen - Liquid or gel type - 0.5mm point - color: black : 30 pcs blue : 30 pcs. 16.00/pcs.	P960.00		
11.	100	packs	Toilet Tissue paper, 2 Ply. 127.00/packs.	P12,700.00		
12.	20	packs	AA Battery - Dry Cell - 2 pcs/blister pack. 22.00/packs.	P440.00		
13.	20	packs	AAA Battery - Dry Cell - 2 pcs/blister pack. 30.00/packs.	P600.00		
14.	20	pcs	Door Knob	P12,000.00		

EPS Reference Number : _____

EPS Solicitation Number : _____

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2 of 3

Brand & Model : _____
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			- Satin Stainless Steel Keyed Entry Door Knob with Lock - standard size. 600.00/pcs.			
15.	80	pcs	Expanded Folder - Long Size - Color: Red. 20.00/pcs.	P1,600.00		
16.	3	sets	Printer Ink for existing Brother Printer, BT60 & BT500(CYMB). 1,198.00/sets.	P3,594.00		
17.	10	box	Push Pins. 25.00/box.	P250.00		
			NOTE: College of Nursing			

Total: _____

3 of 3

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