



**Republic of the Philippines**  
**WESTERN MINDANAO STATE UNIVERSITY**  
**Zamboanga City**  
**Telephone No.: 062-992-2837**  
**[www.wmsu.edu.ph](http://www.wmsu.edu.ph)**

## 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:

1.	10	Reams	Bond Paper Substance 20 (Legal)
2.	10	Reams	Bond Paper Substance 20 (A4)
3.	6	Boxes	Ballpen - 3 boxes color black - 3 boxes color blue - 12 pieces/box
4.	2	Boxes	Sign Pen - 0.5mm Gel - 1 box color black - 1 box color blue - 12 pieces/box
5.	1	Box	Sign Pen Filler - 0.5mm (black); 12 pieces/box
6.	2	Boxes	Permanent Marker (broad, black)
7.	1	Box	Whiteboard Marker (black)
8.	6	Boxes	Paper Clip, gem type, 48mm, 100 pieces per box
9.	6	Boxes	Paper Clip, gem type, 32mm, 100 pieces per box
10.	30	Pieces	Notebook (40 leaves, spiral)
11.	5	Pieces	Correction Tape (6 meters x 5mm)
12.	4	Boxes	Pencil No. 2 (12 pieces per box)
13.	50	Pieces	Folder Ordinary (Legal)
14.	50	Pieces	Folder Ordinary (Short)
15.	50	Pieces	Expanded Envelope with Garter (long, brown)
16.	50	Pieces	Expanded Envelope with Tie (short, brown)
17.	50	Pieces	Expandable Folders (long, green)
18.	50	Pieces	Expandable Folders (short, green)
19.	6	Pieces	Paper Fastener (multi-colored by box, plastic)
20.	3	Boxes	Push Pins, small
21.	10	Pieces	Glue 130g
22.	2	Pieces	Cutter Knife, heavy duty, 6 inches
23.	3	Tubes	Cutter Blade, heavy duty cutter, 10 pieces per tube
24.	10	Pieces	Data File Box made with chipboard with closed ends, color blue leatherette paper for outside cover
25.	6	Pieces	Record Book (500 leaves)
26.	5	Pieces	Scissor, 6 inches
27.	1	Piece	White Board (3ft x 2ft)
28.	4	Pieces	Battery 9V

29.	4	Packs	Battery AAA (2 pieces/pack)
30.	4	Packs	Battery AA (2 pieces/pack)
31.	5	Pieces	Double Sided Tape (1 inch)
32.	10	Rolls	Fax Machine Paper
33.	5	Boxes	Staple Wires (heavy duty) #35
34.	5	Pieces	Tape, Maskin 2", 50 meters length
35.	5	Pieces	Tape, Maskin 1", 50 meters length
36.	6	Pieces	Tape, Packing 2", 50 meters length
37.	6	Pieces	Tape, Transparent 2", 50 meters length
38.	6	Pieces	Tape, Transparent 1", 50 meters length
39.	1	Ream	Specialty Paper (white)
40.	5	Pieces	Spiral Ring Binder 2" - 1 meter per piece
41.	5	Pieces	Spiral Ring Binder 1" - 1 meter per piece
42.	15	Pads	Notepad, stick-on (2"x3"), 100 sheets per pad
43.	1	Box	White Mailing Envelope - long, 100 pcs/box, brown
44.	5	Bottles	Alcohol, 70% ethyl 500ml
45.	5	Packs	Detergent Powder 1000g
46.	5	Bottles	Dishwashing Liquid 500ml
47.	3	Pieces	Disinfectant Spray, 510g
48.	11	Pieces	Hand Towels - medium
49.	2	Bottles	Muriatic Acid, 250ml
50.	10	Pieces	Dishwashing Sponge - medium
51.	5	Packs	Toilet Tissue, 12 rolls per pack
52.	10	Pieces	Toilet Deodorizer 50g refill
53.	1	Unit	Desk Sharpener - pencil, heavy duty
54.	1	Unit	Emergency Light - rechargeable (LED), 4V 400 mAh
55.	2	Pieces	Extension Wire - 30 meters with 3 prong outlet - size of wire: 16mm royal chord
56.	1	Unit	External Hard Drive (1 terabyte)
57.	5	Pieces	Stapler with Remover, No. 35
58.	2	Pieces	Mouse, optical, USB connection type
59.	2	Pieces	Puncher, paper, heavy duty, with two hole guide
60.	1	Piece	Gun Tucker
61.	4	Units	Flash Drive, 16GB
62.	3	Pieces	Antivirus Software - good for 3 computer units; two (2) years protection
63.	100	Pieces	Ordinary Brown Envelop - long
64.	100	Pieces	Ordinary Brown Envelop - short

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 Reform 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.

## **IMPORTANT NOTICE FOR BIDDERS:**

1. Bidding papers shall be available upon payment of a non-refundable fee of Five Hundred Pesos Only (Php. 500.00). Eligible bidders that will download the bidding paper from the PhilGEPS website shall pay the said fee before the submission of their bids. (Please attached the Xerox 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 Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". State the unit price of each item and the total bid price and also state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.
4. Bid opening shall be on **August 10, 2017** at 9:00 A.M. at College of Law Library, 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.
5. Price validity shall be for a period of 120 calendar days.
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. 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.
8. 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.