



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-991-7875
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:

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| 1.) | 1 Unit | Steel Filing Cabinet
* 4 drawers, vertical type, gauge 20, with lock |
| 2.) | 1 Unit | Steel Filing Cabinet
* 2 drawers, vertical type, gauge 20, with lock |
| 3.) | 1 Unit | Executive Chair
* junior, gaslift, high back with armrest, steel stand |
| 4.) | 1 Unit | Executive Chair
* senior, gaslift, high back with armrest, steel stand |
| 5.) | 1 Unit | Executive Office Table
* with 1/4" glasstop, 30" x 60", wooden type, with 1 center drawer with lock & 6-side (left & right) drawer with lock |
| 6.) | 1 Unit | Junior Executive Office Table
* with 1/4" glasstop, 30" x 42", wooden type, with 1 center drawer with lock & 6-side (left & right) drawer with lock |
| 7.) | 2 Units | White Board
* 4' x 8', with aluminum frame, with edge protector |
| 8.) | 1 Unit | White Board
* 4ft x 6ft with stand
* with edge protector |
| 9.) | 1 Unit | Ladder
* aluminum 6ft., A-frame |
| 10.) | 1 Unit | Vacuum Cleaner
* handheld/portable, 1000 power vacuum cleaner air circular system with accessories |
| 11.) | 1 Unit | Push Cart Trolley
* with 360 degrees rotating wheels
* size: 24" x 36" |

12.)	2	Units	Orbital Ceiling Fan * 16 diameter
13.)	1	Unit	Electric Airpot * 4 liters
14.)	2	Units	Electric Stand Fan * 16" diameter blade
15.)	1	Unit	Water Dispenser * with hot and cold features
16.)	4	Units	Computer Table * triple deck * sliding keyboard case * with CPU/UPS base with carter wheels (rollers) * material: wood/metal

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 **July 9, 2020** at 10:00 A.M. at BAC Office, Ground Floor Executive Building, 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.