



**Republic of the Philippines**  
**WESTERN MINDANAO STATE UNIVERSITY**  
**Zamboanga City**  
**Telephone No.: 062-991-7875**  
**[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.)	200	Cans	Insecticide, aerosol type, net content, 600 ml.min.
2.)	196	Bottles	Alcohol, ethyl, 68%-70%, scented, 500 ml.
3.)	50	Pieces	Stamp pad, Ink, purple or violet.
4.)	10	Rolls	Acetate, Thickness: 0.075mm, min (gauge #3).
5.)	30	Packs	Cartolina, assorted colors.
6.)	60	Boxes	Continuous Forms, 3 ply, 280 x 378mm (11" x 14-7/8).
7.)	60	Boxes	Continuous Forms, 3 ply, (11" x 9-1/2").
8.)	10	Boxes	Continuous Forms, 3 ply, (11" x 13").
9.)	833	Reams	Paper, Multicopy, 80 gsm, size: 210mm x 297mm, A4.
10.)	770	Reams	Paper, Multicopy, 80 gsm, size: 216mm x 330mm, Legal.
11.)	775	Reams	Paper, Multi-purpose (Copy) A4, 70 gsm.
12.)	820	Reams	Paper, Multi-purpose (Copy) Legal, 70 gsm.
13.)	53	Pads	Paper, Pad, ruled, size: 216mm x 330mm.
14.)	50	Pieces	Record Book, 300 pages, size: 214mm x 278mm.
15.)	30	Pieces	Record Book, 500 pages, size: 214mm x 278mm.
16.)	201	Packs	Toilet Tissue Paper, 2-ply sheets, 150 pulls.
17.)	200	Packs	Battery, dry cell, AA, 2 pieces per blister pack heavy duty.
18.)	150	Packs	Battery, dry cell, AAA, 2 pieces per blister pack heavy duty.
19.)	50	Bottles	Glue, all purpose, 200 grams.
20.)	141	Boxes	Staple Wire, Standard, (26/6).
21.)	100	Rolls	Tape, Masking, width: 24mm (1").
22.)	100	Rolls	Tape, Masking, width: 48mm (2").
23.)	89	Rolls	Tape, Packaging, width: 48mm (2").
24.)	10	Reolls	Tape, Transparent, width: 24mm (1").
25.)	100	Rolls	Tape, Transparent, width: 48mm (2").
26.)	10	Rolls	Twine, plastic, One (1) kilo per roll.
27.)	50	Pieces	Light Bulb, LED, 7 watts 1 pc in individual box.
28.)	100	Pieces	Air Freshener, aerosol, 280ml/150 g.
29.)	100	Pieces	Broom, soft (tambo).
30.)	50	Pieces	Broom, Stick (Ting-ting).
31.)	150	Bottles	Cleaner, Toilet Bowl and Urinal, 900ml.
32.)	150	Bottles	Cleanser, Scouring Powder, 350g min/can.
33.)	163	Bars	Detergent Bar, 140 grams as packed.
34.)	104	Packs	Detergent Powder, all purpose, 1kg.
35.)	150	Cans	Disinfectant Spray, aerosol type, 400-550 grams.

36.)	20	Pieces	Dust Pan, non-rigid plastic w/ detachable handle.
37.)	50	Cans	Floor Wax, Paste, Red.
38.)	48	Cans	Furniture Cleaner, aerosol type, 300ml min per can.
39.)	5	Pieces	Mop Bucket, heavy duty, hard plastic.
40.)	23	Pieces	Mophandle, heavy duty, aluminum, screw type.
41.)	150	Pieces	Mophead, made of rayon, weight: 400 grams min.
42.)	20	Pieces	Trashbag, plastic, transparent.
43.)	10	Pieces	External Hard Drive, 1TB, 2.5 "HDD, USB 3.0.
44.)	30	Pieces	Flash Drive, 16 GB capacity.
45.)	30	Pieces	Mouse, optical, USB connection type.
46.)	50	Boxes	Chalk, molded, white, dustless, Length: 78mm min.
47.)	300	Pieces	Correction Tape, film base type, UL 6m min.
48.)	50	Pieces	Data File Box, made of chipboard, with closed ends.
49.)	50	Pieces	Data Folder, made of chipboard, taglia lock.
50.)	5	Packs	Envelope, Documentary. for A4 size document.
51.)	5	Packs	Envelope, Documentary. for legal size document.
52.)	10	Packs	Envelope, Expanding, Kraftboard, for legal size document.
53.)	5	Pieces	Envelope, mailing, white, 80gsm.
54.)	50	Pieces	Eraser, Felt, for blackboard/Whiteboard.
55.)	50	Pieces	Fastener, Metal, 70mm between prongs.
56.)	50	Pieces	File Organizer, expanding, plastic, 12 pockets.
57.)	50	Pieces	File Tab Divider, bristol board, for A4.
58.)	50	Pieces	File Tab Divider, bristol board, for legal.
59.)	10	Pieces	Folder, Fancy, for A4 size documents.
60.)	10	Pieces	Folder, Fancy, for legal size documents.
61.)	25	Pieces	Folder, Pressboard size: 240mm x 370mm, 100 pcs/pack.
62.)	10	Pieces	Folder, with Tab, Legal, 1 pack (100 pcs/pack).
63.)	50	Pieces	Index Tab, self-adhesive, transparent.
64.)	30	Pieces	Magazine File Box, Large size, made of chipboard.
65.)	25	Packs	Marker, Fluorescent, 3 assorted colors per set.
66.)	20	Pieces	Marker, whiteboard, black, felt tip, bullet type.
67.)	20	Pieces	Marker, whiteboard, blue, felt tip, bullet type.
68.)	20	Pieces	Marker, whiteboard, Red, felt tip, bullet type.
69.)	20	Pieces	Marker, Permanent, bullet type, black.
70.)	20	Pieces	Marker, Permanent, bullet type, blue.
71.)	20	Pieces	Marker, Permanent, bullet type, red.
72.)	50	boxes	Paper Clip, vinyl/plastic coat, length: 32mm min - 50 pcs/box.
73.)	62	Boxes	Paper Clip, vinyl/plastic coat, length: 48mm min - 50 pcs/box.
74.)	60	Boxes	Pencil, lead w/eraser, wood cased, hardness: HB - 12 pcs/box.
75.)	10	Packs	Ring Binder, 80 rings, plastic, 32mm x 1.12m.
76.)	11	Boxes	Rubber Band, 70 mm min lay flat length (#18).
77.)	30	Pieces	Stamp Pad, Felt, bed dimension: 60mm x 100mm min.
78.)	10	Pieces	Scissors, symmetrical, blade length: 65mm min.(6").
79.)	25	Pieces	Stapler Standard type, load capacity: 200 staples min.
80.)	20	Packs	Staple Remover, Plier type.
81.)	10	Pieces	Calculator, compact, 12 digits.
82.)	150	Bottles	Ink Cartridge, Epson C13T664100 (T6641) Black.
83.)	100	Bottles	Ink Cartridge, Epson C13T664200 (T6642) Cyan.

84.)	100	Bottles	Ink Cartridge, Epson C13T664300 (T6643) Magenta.
85.)	100	Bottles	Ink Cartridge, Epson C13T664400 (T6644) Yellow.
86.)	20	Pieces	Philippine National Flag, 100% polyester.
87.)	171	Pieces	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip.
88.)	342	Pieces	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip.
89.)	85	Pieces	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip.
90.)	10	Boxes	Ballpen, Black, 50 pcs/box.
91.)	10	Boxes	Ballpen, Blue, 50 pcs/box.
92.)	25	Cartridges	Epson Ribbon, LQ-2180.
93.)	30	Cartridges	Epson Ribbon, LX-310 Original.

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 may be acquired starting February 24 until March 18, 2022 from the BAC Office or download from website ([www.wmsu.edu.ph](http://www.wmsu.edu.ph)). The WESTERN MINDANAO STATE UNIVERSITY shall allow the bidder to present its proof of payment for the Bidding Documents fees before the submission of their bids, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php.5,000.00). (Please attached the machine 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 Components and original of Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS and TECHNICAL COMPONENTS", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit one (1) set of the first and second components of its bid. 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. Pre-Bid Conference will be on **March 4, 2022, 2:00 PM** at BAC Office, WMSU, Ground Floor Executive Building, Zamboanga City and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.

5. Bid Submission will be on or before **March 18, 2022 at 10:00 A.M.** through **Manual Submission.**
6. Bid opening shall be on **March 18, 2022 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.
7. Price validity shall be for a period of 120 calendar days.
8. Bidders shall submit original brochures showing certifications of the product being offered.
9. 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.
10. 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.