



**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.)	30	Reams	Bond Paper, substance 20 (long size)
2.)	30	Reams	Bond Paper, substance 20 (A4 size)
3.)	30	Reams	Bond Paper, substance 20 (short size)
4.)	5	Reams	Linen Paper, color white (short size)
5.)	5	Reams	Specialty Board Paper, white
6.)	113	Pieces	L-Folder Transparent, short
7.)	5	Rolls	Laminating Roll Film (9 inches x 250 mm)
8.)	5	Boxes	Laminating Film (size: short, 100 pieces/box)
9.)	5	Boxes	Laminating Film (size: long, 100 pieces/box)
10.)	5	Boxes	PVC Binding Cover (Long size, 100 pcs/pack)
11.)	80	Pieces	Folder (ordinary long), white
12.)	80	Pieces	Folder (ordinary short), white
13.)	80	Pieces	Expanding Envelope (long), brown with rubber tie
14.)	80	Pieces	Expanding Envelope (short), brown with rubber tie
15.)	80	Pieces	Certificate Holder ( blue), short
16.)	15	Sets	Ink for Epson L3110 (magenta, cyan, black, yellow)
17.)	15	Sets	Ink for HP Ink 415 (magenta, cyan, black, yellow)
18.)	15	Sets	Ink for Epson L6190 (magenta, cyan, black, yellow)
19.)	15	Sets	Ink for Brother BT500 Ink (magenta, cyan, black, yellow)
20.)	6	Boxes	Ball pen (blue), 25 pcs/box
21.)	6	Boxes	Ball pen (black), 25 pcs/box
22.)	12	Boxes	Sign Pen, blue, 0.5, liquid gel, needle point, 1 doz/box
23.)	6	Boxes	Sign Pen, black, 0.5, liquid gel, needle point, 1 doz/box
24.)	15	Packs	Tissue Paper, 2 ply (12 rolls/pack)
25.)	15	Packs	Paper Towel, 90.00/packs
26.)	5	Boxes	Whiteboard Marker, black, 12 pcs/box
27.)	5	Boxes	Whiteboard Marker, blue, 12 pcs/box
28.)	5	Pieces	Ink Refill Whiteboard Marker Blue
29.)	5	Pieces	Ink Refill Whiteboard Marker Black
30.)	5	Boxes	Permanent Marking Pen, fine tip, color: black
31.)	4	Boxes	Permanent Marking Pen, fine tip, color: blue
32.)	5	Pieces	Ink Refill Permanent Market Blue
33.)	5	Pieces	Ink Refill Permanent Market Black
34.)	1	Roll	Plastic cover 48 inches x 50 yards, thickness 2.4
35.)	20	Pieces	Correction Tape, size: 20x5mm
36.)	20	Rolls	Packaging Tape, 2" x 100m
37.)	20	Rolls	Clear Tape, 1"
38.)	20	Rolls	Double Sided Tape 1"

39.)	8	Pieces	Tape Dispenser (for 1" clear tape)
40.)	20	Boxes	Paper Fastener (metal, coated)
41.)	20	Pieces	Sticky Notes (Sign Here)
42.)	20	Boxes	Staple Wire #35
43.)	15	Pieces	Heavy Duty Stapler #35
44.)	30	Pieces	Book Divider
45.)	10	Units	Wireless Mouse
46.)	5	Units	Universal Extension Wire with Individual Switches (4 gang, 3-4 meters wiring cable, # 18WG, 220V, 2200 Watts)
47.)	15	Pairs	Scissors (big)
48.)	30	Gallons	Alcohol ethyl, 70%
49.)	15	Pieces	Disinfectant Spray (510 g)
50.)	15	Packs	Dishwashing Liquid with Antibac (600ml), refill
51.)	15	Bottles	Disinfectant , 1 liter/bottle
52.)	18	Packs	Battery AA (2 pcs/pack)
53.)	18	Packs	Battery AAA (2 pcs/pack)
54.)	18	Packs	Battery 9 volt (1 pc/pack)
55.)	5	Packs	PVC Binding Cover (A4 size, 100 pcs/pack)
56.)	2	Pieces	Heavy Duty Stapler for Book Binding

Specification:

- \* Staping Capacity: 250 Sheets
- \* Material: All metal with high impact plastic casing
- \* Adjustable Paper Guide with lock
- \* Anti skid feet
- \* Color: Gray

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 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. Bid Submission will be on or before **May 11, 2021 at 10:00 A.M.** through **Manual Submission.**
5. Bid opening shall be on **May 11, 2021** 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.
6. Price validity shall be for a period of 120 calendar days.
7. Bidders shall submit original brochures showing certifications of the product being offered.
8. 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.
9. 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.