



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:

1.)	5	Bottles	Alcohol Isopropyl 70% Solution * 500ml/bot
2.)	50	Reams	Bond Paper - long subs 20
3.)	25	Reams	Bond Paper - short subs 20
4.)	50	Reams	Book Paper - subs 70 gsm A4
5.)	5	Reams	Construction Paper * letter size, assorted colors
6.)	250	Pieces	Garterized Expandable Envelope (long)
7.)	250	Pieces	ID Jacket with Sling (3x4)
8.)	50	Pieces	Manila Paper
9.)	50	Packs	Photo Paper, A4 size, Plain White, Glossy
10.)	50	Packs	Photo Sticker Paper * A4 size * plain white * glossy * 20 pcs/pack
11.)	2	Pieces	Soft Broom (tambo)
12.)	10	Boxes	Staple Wire #35 (heavy duty)
13.)	25	Reams	Vellum Paper White #100 * 8.5 x 11
14.)	10	Reams	Vellum Paper White #100 * 8.5 x 13
15.)	5	Reams	Special Paper * long * one (1) color per ream

16.)	10	Rolls	Double-sided Tape, 1 inch
17.)	3	Boxes	Clear Sheet Protector * A4 size * 11-hole pocket * 100 sheet/box
18.)	10	Pieces	Ring Binder * 14.5" x 10.75" x 3" approximately side mechanism two rings (on the side of the binder)
19.)	5	Bottles	Ink Cart for Brother DCP T700W-BT500 (cyan)
20.)	5	Bottles	Ink Cart for Brother DCP T700W-BT500 (magenta)
21.)	5	Bottles	Ink Cart for Brother DCP T700W-BT500 (yellow)
22.)	5	Bottles	Ink Cart for Brother DCP T700W-BT500 (black)
23.)	10	Bottles	Ink Cart for Epson L360 (black)
24.)	5	Bottles	Ink Cart for Epson L360 (cyan)
25.)	5	Bottles	Ink Cart for Epson L360 (yellow)
26.)	5	Bottles	Ink Cart for Epson L360 (magenta)
27.)	10	Bottles	Canon Printer Ink G4000 (black)
28.)	5	Bottles	Canon Printer Ink G4000 (yellow)
29.)	5	Bottles	Canon Printer Ink G4000 (cyan)
30.)	5	Bottles	Canon Printer Ink G4000 (magenta)

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 **May 28, 2019** 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.