



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10721228
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Office Supplies (STF/ P.R. No. 2024-03-118)
Area of Delivery Samar

Solicitation Number:	2024-03-118	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	04/04/2024
Approved Budget for the Contract:	PHP 79,838.00	Last Updated / Time	04/04/2024 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	08/04/2024 09:00 AM
Client Agency:			
Contact Person:	Jessamae Rondina Caparas Procurement Staff Rueda Extension Calbayog City Samar Philippines 6710 63-55-2093122 63-55-2093122 procurement@nwssu.edu.ph		

Description

PROCUREMENT OFFICE
 Email: procurement@nwssu.edu.ph
 Contact Number: 09173178126

REQUEST FOR PRICE QUOTATION
 RFQ No. 2024-03-118
 4-Apr-24

SIR/MADAM:

Please quote your lowest price for the following items enumerated below, taking into consideration the following:

TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is P 79,838.00 under PR No. 2024-03-118
 - Submit your quotation in a sealed envelop on or before April 8, 2024 @ 9:00 AM.
 - Opening of RFQs is on April 8, 2024 @ 10:00 AM in our office.
 - This procurement is PER ITEM, however, if stated in LOT, quotation shall be evaluated by lot. Any price offer that exceeds the ABC shall be disqualified.
 - Price Quotation should be inclusive of the 5% Final VAT and Expanded Withholding Tax (EWT) of 1%.
 - Price Quotation shall be valid within thirty (30) calendar days from the deadline of the RFQ.
 - Delivery Period is within 7 calendar days and shall commence as stated in the Purchase Order. Free on site delivery.
 - If awarded the contract, processing and payment shall be made after the complete delivery of services/Supplies and final acceptance.
 - Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXII of the revised IRR of RA 9184.
- Please observe the Revised IRR of RA 9184.
- FOB-NORTHWEST SAMAR STATE UNIVERSITY-Main located at Rueda St, Calbayog City, Samar.
 - The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
 - Request for quotation should be returned within 4 days from receipt hereof.

Item No. Qty. Unit Articles/Description Supplier's Offer (Complete Specifications and Brand Name) Unit Price

- 2 pcs Tornado Mop
- 40 pack Vellum A4 (10 pcs per pack)
- 60 pcs Certificate Holder (A4, Green)
- 6 pcs Acrylic Plaque 5 x 5, 7 inches
- 25 pcs Garlands
- 2 pcs Epson Ink, Eco Tank, Black - 001
- 2 pcs Epson Ink, Eco Tank, Magenta - 001
- 2 pcs Epson Ink, Eco Tank, Cyan - 001
- 2 pcs Epson Ink, Eco Tank, Yellow - 001
- 2 pcs Epson Ink, Eco Tank, Black - 003
- 2 pcs Epson Ink, Eco Tank, Magenta - 003
- 2 pcs Epson Ink, Eco Tank, Cyan - 003
- 2 pcs Epson Ink, Eco Tank, Yellow - 003
- 1 pack Tissue Paper, 3-ply, 12 rolls/pack
- 80 rms Bond paper, legal size, 80gsm
- 20 rms Bond paper, A4 size, 80gsm
- 15 rms Bond paper, letter size, 80gsm
- 25 pack Special paper, long 200 gsm, 10pcs/pack (Ivory)
- 6 pcs Correction Tape, 8M
- 3 box Staple wire No. 35
- 6 box Fastener, metal, non-sharp edges
- 6 pcs Sign Pen, 0.5mm black
- 5 pack Sticky Note, 3"x3", 10pcs/pack
- 2 rms Folder, Long, 14pts, White, 100pcs/ream
- 3 bundle Brown Envelop, Long, 50pcs/Bundle
- 3 btls Epson Ink, Black - 003
- 3 btls Epson Ink, Cyan - 003
- 3 btls Epson Ink, Magenta - 003
- 3 btls Epson Ink, Yellow - 003
- 150 pcs Expanding Envelop, legal size
- 4 pack Battery AA, Heavy Duty, 4pcs/pack
- 4 pack Battery AAA, Heavy Duty, 4pcs/pack
- 30 pcs PVC Ring Binder, Black (32mm)
- 30 pcs PVC Ring Binder, Black (38mm)
- 30 pcs PVC Ring Binder, Black (45mm)
- 30 pcs PVC Ring Binder, Black (51mm)
- 4 pack Tissue Paper, 3 ply, 12 rolls/pack
- 2 jar Office Paste, Water Well

Date
(Sgd.) RAMIL S. CATAMORA, Ed.D.
BAC Chairperson
I have read and understood the Terms and Conditions stated above.
By signing this quote, I hereby agree and bind myself to the Terms and Conditions.

Signature Over Printed Name:
Position in Firm:
Business Address:
Contact No.:

Canvassed by:
(Signature Over Printed Name)

Other Information

Please submit the following documentary requirements:

1. Business/Mayor's Permit
2. PhilGEPS Registration No./Certificate

Created by Jessamae Rondina Caparas

Date Created 03/04/2024

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PROCUREMENT OFFICE

Email: procurement@nwssu.edu.ph
 Contact Number: **09173178126**

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RFQ No. **2024-03-118**
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- The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
- Request for quotation should be returned within **4 days** from receipt hereof.

Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	2	pcs	Tornado Mop		
2	40	pack	Vellum A4 (10 pcs per pack)		
3	60	pcs	Certificate Holder (A4, Green)		
4	6	pcs	Acrylic Plaque 5 x 5, 7 inches		
5	25	pcs	Garlands		
6	2	pcs	Epson Ink, Eco Tank, Black - 001		
7	2	pcs	Epson Ink, Eco Tank, Magenta - 001		
8	2	pcs	Epson Ink, Eco Tank, Cyan - 001		
9	2	pcs	Epson Ink, Eco Tank, Yellow - 001		
10	2	pcs	Epson Ink, Eco Tank, Black - 003		
11	2	pcs	Epson Ink, Eco Tank, Magenta - 003		
12	2	pcs	Epson Ink, Eco Tank, Cyan - 003		
13	2	pcs	Epson Ink, Eco Tank, Yellow - 003		
14	1	pack	Tissue Paper, 3-ply, 12 rolls/pack		
15	80	rms	Bondpaper, legal size, 80gsm		
16	20	rms	Bond paper, A4 size, 80gsm		
17	15	rms	Bond paper, letter size, 80gsm		
18	25	pack	Special paper, long 200 gsm, 10pcs/pack (Ivory)		
19	6	pcs	Correction Tape, 8M		
20	3	box	Staple wire No. 35		
21	6	box	Fastener, metal, non-sharp edges		
22	6	pcs	Sign Pen, 0.5mm black		
23	5	pack	Sticky Note, 3"x3", 10pcs/pack		
24	2	rms	Folder, Long, 14pts, White, 100pcs/ream		
25	3	bundle	Brown Envelop, Long, 50pcs/Bundle		
26	3	btls	Epson Ink, Black - 003		
27	3	btls	Epson Ink, Cyan - 003		
28	3	btls	Epson Ink, Magenta - 003		
29	3	btls	Epson Ink, Yellow - 003		
30	150	pcs	Expanding Envelop, legal size		
31	4	pack	Battery AA, Heavy Duty, 4pcs/pack		
32	4	pack	Battery AAA, Heavy Duty, 4pcs/pack		
34	30	pcs	PVC Ring Bindder, Black (32mm)		
35	30	pcs	PVC Ring Bindder, Black (38mm)		
36	30	pcs	PVC Ring Bindder, Black (45mm)		
37	30	pcs	PVC Ring Bindder, Black (51mm)		
38	4	pack	Tissue Paper, 3 ply, 12 rolls/pack		
39	2	jar	Office Paste, Water Well		

			Please submit the following documentary requirements:		
			1. Business/Mayor's Permit		
			2. PhilGEPS Registration No./Certificate		

Date

I have read and understood the Terms and Conditions stated above.
 By signing this quote, I hereby agree and bind myself to the Terms and Conditions.

Signature Over Printed Name: _____
 Position in Firm: _____
 Business Address: _____
 Contact No.: _____

RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

Canvassed by:

(Signature Over Printed Name)

Item No.	Qty.	Unit	Articles/Description	UNIT COST
1	2	pcs	Tornado Mop	700.00
2	40	pack	Vellum A4 (10 pcs per pack)	75.00
3	60	pcs	Certificate Holder (A4, Green)	100.00
4	6	pcs	Acrylic Plaque 5 x 5, 7 inches	550.00
5	25	pcs	Garlands	250.00
6	2	pcs	Epson Ink, Eco Tank, Black - 001	310.00
7	2	pcs	Epson Ink, Eco Tank, Magenta - 001	310.00
8	2	pcs	Epson Ink, Eco Tank, Cyan - 001	310.00
9	2	pcs	Epson Ink, Eco Tank, Yellow - 001	310.00
10	2	pcs	Epson Ink, Eco Tank, Black - 003	310.00
11	2	pcs	Epson Ink, Eco Tank, Magenta - 003	310.00
12	2	pcs	Epson Ink, Eco Tank, Cyan - 003	310.00
13	2	pcs	Epson Ink, Eco Tank, Yellow - 003	310.00
14	1	pack	Tissue Paper, 3-ply, 12 rolls/pack	330.00
15	80	rms	Bondpaper, legal size, 80gsm	293.00
16	20	rms	Bond paper, A4 size, 80gsm	269.00
17	15	rms	Bond paper, letter size, 80gsm	257.00
18	25	pack	Special paper, long 200 gsm, 10pcs/pack (Ivory)	72.00
19	6	pcs	Correction Tape, 8M	25.00
20	3	box	Staple wire No. 35	35.00
21	6	box	Fastener, metal, non-sharp edges	50.00
22	6	pcs	Sign Pen, 0.5mm black	24.00
23	5	pack	Sticky Note, 3"x3", 10pcs/pack	49.00
24	2	rms	Folder, Long, 14pts, White, 100pcs/ream	660.00
25	3	bundle	Brown Envelop, Long, 50pcs/Bundle	159.00
26	3	btls	Epson Ink, Black - 003	350.00
27	3	btls	Epson Ink, Cyan - 003	350.00
28	3	btls	Epson Ink, Magenta - 003	350.00
29	3	btls	Epson Ink, Yellow - 003	350.00
30	150	pcs	Expanding Envelop, legal size	30.00
31	4	pack	Battery AA, Heavy Duty, 4pcs/pack	179.00
32	4	pack	Battery AAA, Heavy Duty, 4pcs/pack	154.00
34	30	pcs	PVC Ring Bindder, Black (32mm)	40.00
35	30	pcs	PVC Ring Bindder, Black (38mm)	45.00
36	30	pcs	PVC Ring Bindder, Black (45mm)	50.00
37	30	pcs	PVC Ring Bindder, Black (51mm)	55.00
38	4	pack	Tissue Paper, 3 ply, 12 rolls/pack	357.50
39	2	jar	Office Paste, Water Well	110.00