



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10742206
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Official Transcript of Record Forms for Registrar Office Use (Fiduciary/P.R. No. 2024-04-128)
Area of Delivery Samar

Solicitation Number:	2024-04-128	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	2
Category:	Printing Services	Date Published	12/04/2024
Approved Budget for the Contract:	PHP 70,000.00	Last Updated / Time	12/04/2024 00:00 AM
Delivery Period:	20 Day/s	Closing Date / Time	16/04/2024 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. 2024-04-128
 12-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 70,000.00 under PR No. 2024-04-128
- Submit your quotation in a sealed envelop on or before April 16, 2024 @ 9:00 AM.
- Opening of RFQs is on April 16, 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 20 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 may be 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 3 days from receipt hereof.

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

- 4375 pcs Official Transcript of Records Forms, 8.5 x 14" Green Checkered Linen Board, With 5" dia. School Logo at the Center Security Paper (per sample)

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:

- Business/Mayor's Permit
- PhilGEPS Registration No./Certificate
- Original Copy of Omnibus Sworn Statement

Created by Jessamae Rondina Caparas

Date Created 11/04/2024

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PROCUREMENT OFFICE

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

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RAMIL S. CATAÑORA, Ed.D.
 BAC Chairperson

Canvassed by:

 (Signature Over Printed Name)