



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10771778
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Medals, Awards and Certificates for Graduation 2024 (STF/ P.R. No. 2024-04-164)
Area of Delivery Samar

Solicitation Number:	2024-04-164	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	Document Request List	0
Category:	Tokens and Awards	Date Published	22/04/2024
Approved Budget for the Contract:	PHP 235,000.00	Last Updated / Time	22/04/2024 00:00 AM
Delivery Period:	20 Day/s	Closing Date / Time	25/04/2024 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. 2024-04-164
 22-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 235,000.00 under PR No. 2024-04-164
- Submit your quotation in a sealed envelop on or before April 25, 2024 @ 9:00 AM.
- Opening of RFQs is on April 25, 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

- LOT: Customized Medals for:
 40 piece Magna Cum Laude
 Size: 2.5 - 2.7 inches, with NWSSU Logo (see attached sample picture)
 Lace: Satin Cloth (Dark Green & Orange)
 Size: L - 13 inches, W - 1.875 inches
 80 piece Cum Laude
 Size: 2.5 - 2.7 inches, with NWSSU Logo (see attached sample picture)
 Lace: Satin Cloth (Dark Green & Orange)
 Size: L - 13 inches, W - 1.875 inches
 360 piece Loyalty Award
 Size: 1.5-1.625 inches with engrave at the back (see attached sample picture):
 Gold - 120 pcs, Silver - 120 pcs, Bronze - 120 pcs
 Lace: Satin Cloth (Dark Green & Orange)
 Size: L - 13 inches, W - 1 inch
 360 piece Service Award
 Size: 1.5-1.625 inches with engrave at the back (see attached sample picture):
 Gold - 120 pcs, Silver - 120 pcs, Bronze - 120 pcs
 Lace: Satin Cloth (Dark Green & Orange)
 Size: L - 13 inches, W - 1 inch
 2. 100 pack Linen Paper, Vellum, Short

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 19/04/2024

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PROCUREMENT OFFICE

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

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1			LOT: Customized Medals for:		
	40	piece	Magna Cum Laude Size: 2.5 - 2.7 inches, with NwSSU Logo (see attached sample picture) Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1.875 inches		
	80	piece	Cum Laude Size: 2.5 - 2.7 inches, with NwSSU Logo (see attached sample picture) Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1.875 inches		
	360	piece	Loyalty Award Size: 1.5-1.625 inches with engrave at the back (see attached sample picture): Gold - 120 pcs, Silver - 120 pcs, Bronze - 120 pcs Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1 inch		
	360	piece	Service Award Size: 1.5-1.625 inches with engrave at the back (see attached sample picture): Gold - 120 pcs, Silver - 120 pcs, Bronze - 120 pcs Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1 inch		
2	100	pack	Linen Paper, Vellum, Short		

			Please submit the following documentary requirements:		
			1. Business/Mayor's Permit		
			2. PhilGEPS Registration No./Certificate		
			3. Original Copy of Omnibus Sworn Statement		

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.: _____

Canvassed by:

(Signature Over Printed Name)

RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

Item No.	Qty.	Unit	Articles/Description	UNIT COST
1			LOT: Customized Medals for:	
	40	piece	Magna Cum Laude Size: 2.5 - 2.7 inches, with NwSSU Logo (see attached sample picture) Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1.875 inches	250.00
	80	piece	Cum Laude Size: 2.5 - 2.7 inches, with NwSSU Logo (see attached sample picture) Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1.875 inches	250.00
	360	piece	Loyalty Award Size: 1.5-1.625 inches with engrave at the back (see attached sample picture): Gold - 120 pcs, Silver - 120 pcs, Bronze - 120 pcs Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1 inch	250.00
	360	piece	Service Award Size: 1.5-1.625 inches with engrave at the back (see attached sample picture): Gold - 120 pcs, Silver - 120 pcs, Bronze - 120 pcs Lace: Satin Cloth (Dark Green & Orange) Size: L - 13 inches, W - 1 inch	250.00
2	100	pack	Linen Paper, Vellum, Short	250.00