



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10771875
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Provision of Documentation, Videography and Photography Services for 44th Commencement Exercises (STF/P.R. No. 2024-04-169)
Area of Delivery Samar

Solicitation Number:	2024-04-169	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	0
Category:	Services	Date Published	22/04/2024
Approved Budget for the Contract:	PHP 69,000.00	Last Updated / Time	22/04/2024 00:00 AM
Delivery Period:	30 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. 2024-04-169
 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 69,000.00 under PR No. 2024-04-169
- 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 30 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 3 days from receipt hereof.

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

1. 1 package/lot Documentation, Videography and Photography Services
 Package Inclusions:
 Whole Day Unlimited Photo Coverage
 8 sets of print outs (100 prints/set for 6 colleges, 1 Grad. School, 1 Admin)
 1 USB with Enhanced Digital Files
 4 sets of Photo Album (Ordinary)
 1 Hardbound Glossy Photo Album Souvenir
 Video Highlights Coverage
 FREE: Set-up of Photobooth at the Venue

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
 3. 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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Date _____

RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

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