



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10771548  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply and Delivery of Other Supplies and Materials for Graduation 2024 (STF/P.R. No. 2024-04-171)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2024-04-171	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	General Merchandise	<b>Date Published</b>	22/04/2024
<b>Approved Budget for the Contract:</b>	PHP 90,980.00	<b>Last Updated / Time</b>	22/04/2024 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	25/04/2024 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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. 2024-04-171  
 22-Apr-24

SIR/MADAM:

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

1. The Approved Budget for the Contract (ABC) is P 90,980.00 under PR No. 2024-04-171
2. Submit your quotation in a sealed envelope on or before April 25, 2024 @ 9:00 AM.
3. Opening of RFQs is on April 25, 2024 @ 10:00 AM in our office.
4. 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.
5. Price Quotation should be inclusive of the 5% Final VAT and Expanded Withholding Tax (EWT) of 1%.
6. Price Quotation shall be valid within thirty (30) calendar days from the deadline of the RFQ.
7. Delivery Period is within 20 calendar days and shall commence as stated in the Purchase Order. Free on site delivery.
8. If awarded the contract, processing and payment shall be made after the complete delivery of services/Supplies and final acceptance.
9. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXII of the revised IRR of RA 9184.
10. Please observe the Revised IRR of RA 9184.
11. FOB-NORTHWEST SAMAR STATE UNIVERSITY-Main located at Rueda St, Calbayog City, Samar.
12. The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
13. 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. 20 meters Fabric Drapes White
2. 20 meters Fabric Drapes Green
3. 20 meters Fabric Drapes Orange
4. 1 lot Tarpaulin Printing College and University Logo
5. 4 sheet Styrofoam 4 x 8 x 1"
6. 5 pcs Glue All, Multi-Purpose, Bonds Strong, 240g
7. 1 pcs Pascal Candle
8. 2 pcs Large Candle (for Offertory)
9. 10 dozen Bunch of Flowers (Winter Mums)
10. 45 dozen Flowers, Antorium & Crysantimum (for Stage Décor)
11. 4 boxes Florabel Foam (20pcs/box)
12. 90 meters Tejon Fabrics
13. 50 roll Ribbon Size 1", Green, 50 meters per roll
14. 50 pack Linen Board, White, Legal Size
15. 2 piece Garland (for Guest Speakers)
16. 30 piece Leis (for Key Officials)
17. 2 roll Duct Tape, 50mm x 10m

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](mailto:procurement@nwssu.edu.ph)  
 Contact Number: **09173178126**

**REQUEST FOR PRICE QUOTATION**

**RFQ No. 2024-04-171**  
 22-Apr-24

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- 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	20	meters	Fabric Drapes White		
2	20	meters	Fabric Drapes Green		
3	20	meters	Fabric Drapes Orange		
4	1	lot	Tarpauline Printing College and University Logo		
5	4	sheet	Styrofoam 4 x 8 x 1"		
6	5	pcs	Glue All, Multi-Purpose, Bonds Strong, 240g		
7	1	pcs	Pascal Candle		
8	2	pcs	Large Candle (for Offertory)		
9	10	dozen	Bunch of Flowers (Winter Mums)		
10	45	dozen	Flowers, Antorium & Crysantimum (for Stage Décor)		
11	4	boxes	Florabel Foam (20pcs/box)		
12	90	meters	Telon Fabrics		
13	50	roll	Ribbon Size 1", Green, 50 meters per roll		
14	50	pack	Linen Board, White, Legal Size		
15	2	piece	Garland (for Guest Speakers)		
16	30	piece	Leis (for Key Officials)		
17	2	roll	Duct Tape, 50mm x 10m		
			-----		
			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.: \_\_\_\_\_

  
**RAMIL S. CATAMORA, Ed.D.**  
 BAC Chairperson

Canvassed by:

\_\_\_\_\_  
 (Signature Over Printed Name)

Item No.	Qty.	Unit	Articles/Description	UNIT COST
1	20	meters	Fabric Drapes White	150.00
2	20	meters	Fabric Drapes Green	150.00
3	20	meters	Fabric Drapes Orange	150.00
4	1	lot	Tarpauline Printing College and University Logo	3,000.00
5	4	sheet	Styrofoam 4 x 8 x 1"	450.00
6	5	pcs	Glue All, Multi-Purpose, Bonds Strong, 240g	150.00
7	1	pcs	Pascal Candle	3,500.00
8	2	pcs	Large Candle (for Offertory)	940.00
9	10	dozen	Bunch of Flowers (Winter Mums)	600.00
10	45	dozen	Flowers, Antorium & Crysantimum (for Stage Décor)	550.00
11	4	boxes	Florabel Foam (20pcs/box)	900.00
12	90	meters	Telon Fabrics	90.00
13	50	roll	Ribbon Size 1", Green, 50 meters per roll	250.00
14	50	pack	Linen Board, White, Legal Size	150.00
15	2	piece	Garland (for Guest Speakers)	450.00
16	30	piece	Leis (for Key Officials)	250.00
17	2	roll	Duct Tape, 50mm x 10m	100.00