



**Bid Notice Abstract**

**Request for Quotation (RFQ)**

**Reference Number** 10777759  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies for NSTP and ASCA Use (Fiduciary/P.R. No. 2024-04-172)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2024-04-172	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	23/04/2024
<b>Approved Budget for the Contract:</b>	PHP 94,226.08	<b>Last Updated / Time</b>	23/04/2024 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	26/04/2024 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. 2024-04-172  
 23-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 94,226.08 under PR No. 2024-04-172
- Submit your quotation in a sealed envelope on or before April 26, 2024 @ 9:00 AM.
- Opening of RFQs is on April 26, 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 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

- 30 ream Bond Paper (A4)
- 30 ream Bond Paper (Long)
- 8 bot Ink Epson (Black Refill Bottle)
- 300 pcs Brown Envelope (Short)
- 5 box Staple Wire
- 5 pcs Correction Tape
- 10 pcs Double Sided Tape
- 5 pcs Glue
- 20 pcs Ball Pen (Sign Pen)
- 1 box Paper Fastener
- 2 pcs Puncher
- 2 pcs Stapler
- 16 packs Table Napkin (Handwipe)
- 1 unit LCD Projector
- 4 unit Printer Ink Tank
- 2 bot UV Dye Ink Black 1 liter for Epson
- 5 ream Legal Size Bond Paper 80 gsm
- 5 ream A4 Size Bond Paper 80 gsm
- 5 ream Short Size Bond Paper 80 gsm
- 3 pcs Water Dispenser Hot & Cold Top Load
- 100 pcs Kraft Folder Long Size

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** 22/04/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



**PROCUREMENT OFFICE**

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

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**RFQ No. 2024-04-172**  
 23-Apr-24

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	30	ream	Bond Paper (A4)		
2	30	ream	Bond Paper (Long)		
3	8	bot	Ink Epson (Black Refill Bottle)		
4	300	pcs	Brown Envelope (Short)		
5	5	box	Staple Wire		
6	5	pcs	Correction Tape		
7	10	pcs	Double Sided Tape		
8	5	pcs	Glue		
9	20	pcs	Ball Pen (Sign Pen)		
10	1	box	Paper Fastener		
11	2	pcs	Puncher		
12	2	pcs	Stapler		
13	16	packs	Table Napkin (Handwipe)		
14	1	unit	LCD Projector		
15	4	unit	Printer Ink Tank		
16	2	bot	UV Dye Ink Black 1 liter for Epson		
17	5	ream	Legal Size Bond Paper 80 gsm		
18	5	ream	A4 Size Bond Paper 80 gsm		
19	5	ream	Short Size Bond Paper 80 gsm		
20	3	pcs	Water Dispenser Hot & Cold Top Load		
21	100	pcs	Kraft Folder Long Size		
			-----		
			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)