



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9199701
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for Research Services (2022-10-486)
Area of Delivery Samar

Solicitation Number:	2022-10-486	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	08/11/2022
Approved Budget for the Contract:	PHP 224,000.00	Last Updated / Time	08/11/2022 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	11/11/2022 09:00 AM
Client Agency:			
Contact Person:	Jhenrose Savellino Billate 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. 2022-10-486
 November 8, 2022

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 224,000.00 under PR No. 2022-10-486
2. Submit your quotation in a sealed envelop on or before November 11, 2022 @ 9:00 AM.
3. Opening of RFQs is on November 11, 2022 @ 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 30 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. Please observe the Revised IRR of RA 9184.
10. FOB-NORTHWEST SAMAR STATE UNIVERSITY-Main located at Rueda St, Calbayog City, Samar.
11. The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
12. 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. 10 boxes Bond Paper (A4), 5 Reams/box, 80gsm
2. 10 boxes Bond Paper (Long), 5 Reams/box, 80gsm
3. 10 boxes Bond Paper (short), 5 Reams/box, 80 gsm
4. 20 pcs Paste (Water well) 200 grams
5. 1 pcs Cork bulletin board with Frame (4x3ft)
6. 10 pcs Filing box, Black
7. 5 boxes Ballpen Blue BPS Fine 0.7 mm, 12pcs./box
8. 5 boxes Ballpen Black BPS Fine 0.7 mm, 12pcs./box
9. 5 boxes Ballpen Red BPS Fine 0.7 mm, 12pcs./box
10. 10 pcs Arch File, Legal size, Blue, Portrait
11. 3 pcs Paper Puncher 2-Hole Heavy Duty Big Size
12. 10 boxes Push pin (50pcs)
13. 50 pcs Certificate Holder Folder (A4)
14. 50 pcs Certificate Holder Folder (long)
15. 10 boxes White Board Marker (Blue), Refillable, 12pcs./box
16. 10 boxes White Board Marker (Black), Refillable, 12pcs./box
17. 10 packs Sticky note Pad (2x3)(10pcs/pack)
18. 10 packs Sticky note Pad (3x3)(10pcs/pack)
19. 10 packs Sticky note Pad (1/2x2)(10pcs/pack)
20. 10 packs Sticky note Pad (3x5)(10pcs/pack)
21. 10 packs Sticky note Pad (4x5)(10pcs/pack)
22. 20 Bottles Dishwashing Liquid (1 Liter)
23. 15 Bottles Disinfectant Spray (1000 ml)
24. 5 Pcs Stamp Pad no.2 (Blue)
25. 5 pcs Stamp Pad no.2 (black)
26. 5 pcs Duster Cleaner
27. 5 Bottles Glass Cleaner Spray

28. 2 pc Linoleum (Floor mat) (length-6m width-4m)
29. 20 packs Special Paper, A4 (Vellum board white & cream 220gsm), 10pcs./pack
30. 20 packs Special Paper, Long (Vellum board, white & cream 220gsm), 10pcs./pack
31. 15 gallons Alcohol (70% solution)
32. 20 packs Tissue paper, roll, 3ply, 12's/pack
33. 2 pcs Broom
34. 7 pcs Office dust pan
35. 5 sets Garbage bag (Medium), 10pcs./set
36. 5 sets Garbage bag (Large), 10pcs./set
37. 15 pcs Printable Label Sticker A4
38. 15 pcs Printable Label Sticker long
39. 20 pcs Clear book (short), Red
40. 20 pcs Clear book (Long), Red
41. 10 boxes Rubber band (50pcs)
42. 20 packs Special paper (Glossy, white color,250gsm), Short, 10pcs/pack
43. 20 packs Special paper (Glossy, white color,250gsm), Long, 10pcs/pack
44. 20 packs Special paper (Matt, white color,250gsm), Short, 10pcs/pack
45. 20 packs Special paper (Matt, white color,250gsm), Long, 10pcs/pack
46. 20 packs Special paper (white/gray/ivory/cream,200 gsm), Short, 10pcs/pack
47. 20 packs Special paper (white/gray/ivory/cream, 200 gsm), Long, 10pcs/pack
48. 20 packs Special paper (white/gray/ivory/cream, 90 gsm), Short, 10pcs/pack
49. 20 packs Special paper (white/gray/ivory/cream, 90 gsm), Long, 10pcs/pack
50. 20 packs Special paper (white/gray/ivory/cream, 120 gsm), Short, 10pcs/pack
51. 20 packs Special paper (white/gray/ivory/cream, 120 gsm), Long, 10pcs/pack
52. 20 pcs Correction tape
53. 2 pcs Toner (Ineo 225i)
54. 10 sets Ink (Magenta, Yellow, Black, Cyan)
55. 5 pcs Ink (stamp pad) blue
56. 5 pcs Ink (stamp pad) black
57. 10 pcs 5m. HDMI 2.1, Cable Resolution: 8K@60Hz, 4K@120Hz, Bandwidth: 48Gbps
58. 2 pc Heavy Duty Staple long arm
59. 5 pcs Stapler with staple remover
60. 10 pcs 3m. HDMI 2.1, Cable Resolution: 8K@60Hz, 4K@120Hz, Bandwidth: 48Gbps

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 Jhenrose Savellino Billate

Date Created 07/11/2022

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PROCUREMENT OFFICE

Email: procurement@nwssu.edu.ph

Contact Number: **09173178126**

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RFQ No. **2022-10-486**

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- The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	10	boxes	Bond Paper (A4), 5 Reams/box, 80gsm		
2	10	boxes	Bond Paper (Long), 5 Reams/box, 80gsm		
3	10	boxes	Bond Paper (short), 5 Reams/box, 80 gsm		
4	20	pcs	Paste (Water well) 200 grams		
5	1	pcs	Cork bulletin board with Frame (4x3ft)		
6	10	pcs	Filing box, Black		
7	5	boxes	Ballpen Blue BPS Fine 0.7 mm, 12pcs./box		
8	5	boxes	Ballpen Black BPS Fine 0.7 mm, 12pcs./box		
9	5	boxes	Ballpen Red BPS Fine 0.7 mm, 12pcs./box		
10	10	pcs	Arch File, Legal size, Blue, Portrait		
11	3	pcs	Paper Puncher 2-Hole Heavy Duty Big Size		
12	10	boxes	Push pin (50pcs)		
13	50	pcs	Certificate Holder Folder (A4)		
14	50	pcs	Certificate Holder Folder (long)		
15	10	boxes	White Board Marker (Blue), Refillable, 12pcs./box		
16	10	boxes	White Board Marker (Black), Refillable, 12pcs./box		
17	10	packs	Sticky note Pad (2x3)(10pcs/pack)		
18	10	packs	Sticky note Pad (3x3)(10pcs/pack)		
19	10	packs	Sticky note Pad (1/2x2)(10pcs/pack)		
20	10	packs	Sticky note Pad (3x5)(10pcs/pack)		
21	10	packs	Sticky note Pad (4x5)(10pcs/pack)		
22	20	Bottles	Dishwashing Liquid (1 Liter)		
23	15	Bottles	Disinfectant Spray (1000 ml)		
24	5	Pcs	Stamp Pad no.2 (Blue)		
25	5	pcs	Stamp Pad no.2 (black)		
26	5	pcs	Duster Cleaner		
27	5	Bottles	Glass Cleaner Spray		
28	2	pc	Linoleum (Floor mat) (length-6m width-4m)		
29	20	packs	Special Paper, A4 (Vellum board white & cream 220gsm), 10pcs./pack		
30	20	packs	Special Paper, Long (Vellum board, white & cream 220gsm), 10pcs./pack		
31	15	gallons	Alcohol (70% solution)		
32	20	packs	Tissue paper, roll, 3ply, 12's/pack		

-page 1 of 2-

Date _____

RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

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 Business Address: _____
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Canvassed by: _____

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
33	2	pcs	Broom		
34	7	pcs	Office dust pan		
35	5	sets	Garbage bag (Medium), 10pcs./set		
36	5	sets	Garbage bag (Large), 10pcs./set		
37	15	pcs	Printable Label Sticker A4		
38	15	pcs	Printable Label Sticker long		
39	20	pcs	Clear book (short), Red		
40	20	pcs	Clear book (Long), Red		
41	10	boxes	Rubber band (50pcs)		
42	20	packs	Special paper (Glossy, white color, 250gsm), Short, 10pcs/pack		
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