



**Bid Notice Abstract**

**Request for Quotation (RFQ)**

**Reference Number** 9732011  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Documentation and Photography Services for Graduation 2023 (2023-05-170)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2023-05-170	<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 - General Support Services	<b>Document Request List</b>	1
<b>Category:</b>	Photography Services	<b>Date Published</b>	09/05/2023
<b>Approved Budget for the Contract:</b>	PHP 69,000.00	<b>Last Updated / Time</b>	09/05/2023 00:00 AM
<b>Delivery Period:</b>	3 Month/s	<b>Closing Date / Time</b>	12/05/2023 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. 2023-05-170  
 May 9, 2023

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 69,000.00 under PR No.2023-05-170  
 2. Submit your quotation in a sealed envelop on or before May 12, 2023 @ 9:00 AM.  
 3. Opening of RFQs is on May 12, 2023 @ 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 3 months 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. 1 lot/package Documentation and Photography Services for 2 days  
 Package Inclusion:  
 • Whole day unlimited photo coverage  
 • 8 Sets 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)  
 Free: Set-Up of Photobooth at the venue  
 NOTE:  
 • Softcopy of photos of the highlights of the graduation will be given 1 week after graduation  
 • All package inclusion will be given completely 2-3 months after graduation

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. Omnibus Sworn Statement

**Created by** Jessamae Rondina Caparas  
**Date Created** 08/05/2023

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. **2023-05-170**

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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.: \_\_\_\_\_

*(Handwritten Signature)*  
**RAMIL S. CATAMORA, Ed.D.**  
 BAC Chairperson

Canvassed by: \_\_\_\_\_  
 (Signature Over Printed Name)