



**Bid Notice Abstract**

**Request for Quotation (RFQ)**

**Reference Number** 9743138  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply & Delivery of Office Supplies for San Jorge Campus (2023-04-183)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2023-04-183	<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>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	12/05/2023
<b>Approved Budget for the Contract:</b>	PHP 55,000.00	<b>Last Updated / Time</b>	12/05/2023 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	17/05/2023 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. 2023-04-183  
 12-May-23

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 55,000.00 under PR No. 2023-04-183
- Submit your quotation in a sealed envelop on or before May 17, 2023 @ 9:00 AM.
- Opening of RFQs is on May 17, 2023 @ 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 Twenty (20) 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 5 days from receipt hereof.

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

- 16 reams Paper, Multi-Purpose, A4, 70 gsm
- 17 reams Paper, Multi-Purpose, legal, 70 gsm
- 5 pack Toilet Tissue Paper, 2-ply, 100% recycled
- 1 pack Battery, Dry Cell, size AAA
- 1 jar Glue, All Purpose
- 1 piece Ruler, Plastic, 450mm
- 2 can Air Freshener, Aerosol Type
- 2 piece Broom, Soft (Tambo)
- 3 bottle Cleaner, Toilet and Urinal
- 2 can Cleanser, Scouring Powder
- 2 piece Dust Pan, Non-rigid Plastic
- 2 bottle Liquid Hand Soap, 500ml
- 2 can Furniture Cleaner, Aerosol Type
- 1 unit Mop Bucket, heavy Duty, Hard Plastic w/ squeezer
- 2 piece Flash Drive, 64 gb
- 1 box Clip, Backfold, 25mm
- 1 box Clip, Backfold, 50mm
- 5 piece Correction Tape, 8m
- 4 box Fastener, Vinyl Plastic Coat, Non-sharp edges
- 1 pack Folder, with tab, legal
- 3 piece Marker, Permanent, Black, Bullet Type
- 2 piece Scissor, Symmetrical
- 2 piece Staple Remover, plier type
- 10 piece Sign Pen, Black
- 10 piece Sign Pen, Blue
- 2 bundle Rags, all cotton
- 1 unit Bottom Load, Water Dispenser
- 1 unit Netbook/Laptop Computer, 12 inches, Celeron, 256gb SSD, 4gb RAM
- 8 ream Paper, Multi-Purpose, Legal, 70gsm
- 3 pcs Lever Arch File (Long)
- 75 pcs Long Brown Envelope 10" x 15"
- 5 pcs Stainless Steel Scissors ( 24cm zinc alloy)
- 2 box Paper Fastener Plastic \*7cm, assorted color
- 15 pcs Paper Binder \*1"
- 10 pcs Paper Binder \*2"

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:

- Business/Mayor's Permit
- PhilGEPS Registration No./Certificate

**Created by** Jessamae Rondina Caparas

**Date Created** 11/05/2023

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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  - 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.
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2	17	reams	Paper, Multi-Purpose, legal, 70 gsm		
3	5	pack	Toilet Tissue Paper, 2-ply, 100% recycled		
4	1	pack	Battery, Dry Cell, size AAA		
5	1	jar	Glue, All Purpose		
6	1	piece	Ruler, Palstic, 450mm		
7	2	can	Air Freshener, Aerosol Type		
8	2	piece	Broom, Soft (Tambo)		
9	3	bottle	Cleaner, Toilet and Urinal		
10	2	can	Cleanser, Scouring Powder		
11	2	piece	Dust Pan, Non-rigid Plastic		
12	2	bottle	Liquid Hand Soap, 500ml		
13	2	can	Furniture Cleaner, Aerosol Type		
14	1	unit	Mop Bucket, Heavy Duty, Hard Plastic w/ squeezer		
15	2	piece	Flash Drive, 64 gb		
16	1	box	Clip, Backfold, 25mm		
17	1	box	Clip, Backfold, 50mm		
18	5	piece	Correction Tape, 8m		
19	4	box	Fastener, Vinyl Plastic Coat, Non-sharp edges		
20	1	pack	Folder, with tab, legal		
21	3	piece	Marker, Permanent, Black, Bullet Type		
22	2	piece	Scissor, Symmetrical		
23	2	piece	Staple Remover, plier type		
24	10	piece	Sign Pen, Black		
25	10	piece	Sign Pen, Blue		
26	2	bundle	Rags, all cotton		
27	1	unit	Bottom Load, Water Dispenser		
28	1	unit	Netbook/Laptop Computer, 12 inches, Celeron, 256gb SSD, 4gb RAM		
29	8	ream	Paper, Multi-Purpose, Legal, 70gsm		
30	3	pcs	Lever Arch File (Long)		
31	75	pcs	Long Brown Envelope 10" x 15"		
32	5	pcs	Stainless Steel Scissors ( 24cm zinc alloy)		
33	2	box	Paper Fastener Plastic *7cm, assorted color		
34	15	pcs	Paper Binder *1"		
35	10	pcs	Paper Binder *2"		
			-----		
			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)