



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9724108  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply and Delivery of Consolidated Office Supplies for Student Publication & SPFDO (2023-04-203)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2023-04-203	<b>Status</b>	<b>Active</b>
<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>	08/05/2023
<b>Approved Budget for the Contract:</b>	PHP 155,287.00	<b>Last Updated / Time</b>	08/05/2023 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	11/05/2023 01:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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. 2023-04-203  
 May 8, 2023

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 155,287.00 under PR No. 2023-04-203
- Submit your quotation in a sealed envelop on or before May 11, 2023 @ 9:00 AM.
- Opening of RFQs is on May 11, 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 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

- 10 bottles Epson Ink Eco Tank 003 (Black)
- 10 bottles Epson Ink Eco Tank 003 (Cyan)
- 10 bottles Epson Ink Eco Tank 003 (Magenta)
- 10 bottles Epson Ink Eco Tank 003 (Yellow)
- 10 bottles Epson Ink 001 (Black)
- 10 bottles Epson Ink 001 (Cyan)
- 10 bottles Epson Ink 001 (Magenta)
- 10 bottles Epson Ink 001 (Yellow)
- 20 reams Bond paper, A3 size, 80 gsm
- 15 reams Bond paper, Long size, 80 gsm
- 15 reams Bond paper, Short size, 80 gsm
- 2 sets 7 feet Plain Fabric Curtain with 8 Steal Rings 215\*140CM for Window door room (Gray and White)
- 2 pieces Window Cleaning, Wiper Soft Rubber, Mirror Bathroom, Floor Tile Cleaner, Tool Glass, Household Brush, Scraper Car
- 2 pieces Broom
- 2 pieces Dustpan
- 1 piece Trash bin/Cover, Pedal type, Red, 22L
- 1 piece 12" Classic Framed Wall Clock
- 4 pieces Doormat rug/Foot rug
- 2 packs 3-ply tissue ( 2 dozen/pack)
- 10 sets Garbage bag, medium, 10 pcs/set
- 5 pieces Bathroom deodorizer
- 10 bottles Dishwashing Liquid Soap 500 mL
- 3 bottles Disinfectant Bleach
- 5 bottles Disinfectant Spray, 1000ml
- 2 bottles Glass Cleaner
- 20 bottles 10ml Fragrance Essential Oil for Aroma Humidifier Water Soluble Oil with Multiple scents (Tea tree - 4, Chamomile - 4, Lavender - 4, Rose - 4, Mint - 4, Jasmine - 2)
- 5 bottles Handwash Liquid Soap, 500mL
- 20 boxes Face mask, 3ply, 50pcs per box
- 5 pieces File box, Legal, Landscape
- 50 bundles Brown Envelope (Long)
- 2 rolls Tape, Masking, 18 x 50mm
- 5 rolls Tape, Double-sided, 24 mm x 50mm
- 5 rolls Tape, Transparent, 1", 100m
- 2 boxes Fastener, Plastic, 50's/box
- 2 packs Battery AA, Heavy Duty, 4pcs/pack
- 5 packs White, Vellum Board, Long (10pcs/pack)
- 5 packs White, Vellum Board, Short (10pcs/pack)
- 10 packs Special Paper, Long, 250 GSM, Glossy White, 10pcs/pack

39. 2 packs Sticker Paper, Long, High Gloss for Inkjet, 50sheets/pack
40. 10 pads Sticky Notes Pad, 2x3, (10pcs/pack), (4 different colors)
41. 15 pieces Correction Tape (25mm)
42. 4 pieces X Banner Tarp Stand 2.5x6'
43. 4 pieces 3-Layer Acrylic, Brochure Holder File, Storage Rack, Pamphlet Organizer
44. 1 piece Paper Shredder 080C, Automatic 8 Sheets, Cross Cut with 15 Liter Basket A4, Letter, Legal (see attached sample picture)
45. 2 pieces Scientific Calculator
46. 1 piece Staple Remover, Plier Type, Heavy Duty
47. 2 pieces Ruler, Plastic, 12 Inches
48. 1 box Push Pins, 50pcs/box
49. 1 piece Glue Gun
50. 1 pack Glue Stick for Glue Gun, 100pcs/pack
51. 1 box Eraser, 12pcs/box
52. 5 cans Aerosol Multi Insect Killer Maximum Killing Action, 600mL
53. 5 gallon Alcohol, ethyl, 68-78%, Scented
54. 1 unit Whiteboard, 4x3 ft.
55. 1 piece Stapler, Long arm, Heavy duty
56. 2 boxes Ballpen, fine, 0.55mm (Black)
57. 1 piece Cork Bulletin Board w/ Aluminum Frame (2x4 ft)
58. 5 packs Detergent Powder, All-purpose 1kg/pack
59. 3 packs Dishwashing Sponge, 3pcs/pack
60. 1 piece Flat mop (microfiber)
61. 2 boxes Whiteboard marker, refillable, 12 pcs/box (Black & Red)
62. 1 set First-Aid Kit
63. 100 reams Copy paper, F4 size 216mm x 330mm, 80gsm, 500sheets/ream
64. 25 reams Copy paper, A4 size 210mm x 297mm, 80gsm, 500sheets/ream
65. 20 pieces Multi-purpose Glue, non-toxic white glue, 250grams
66. 10 rolls Tape, transparent, 2-inch x 250 mts, Clear
67. 10 rolls Tape, transparent, 1-inch x 250 mts, Clear
68. 3 boxes Sign Pen, Liquid/Gel Ink, 0.7mm Needle, 12pcs/box, Black
69. 2 boxes Sign Pen, Liquid/Gel Ink, 0.8mm Needle, 12pcs/box, Black
70. 1 box Ballpen, fine point, 0.5mm, 25pcs/box, Black
71. 1 bottle Refill Ink for printer, High quality, 1 Liter, Magenta
72. 1 bottle Refill Ink for printer, High quality, 1 Liter, Cyan
73. 1 bottle Refill Ink for printer, High quality, 1 Liter, Yellow
74. 3 bottles Refill Ink for printer, High quality, 1 Liter, Black
75. 10 pieces Correction Tape, 25mm

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** 05/05/2023

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**

**REQUEST FOR PRICE QUOTATION**

**RFQ No. 2023-04-203**  
 May 8, 2023

**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 155,287.00** under PR No. **2023-04-203**
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- 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
1	10	bottles	Epson Ink Eco Tank 003 (Black)		
2	10	bottles	Epson Ink Eco Tank 003 (Cyan)		
3	10	bottles	Epson Ink Eco Tank 003 (Magenta)		
4	10	bottles	Epson Ink Eco Tank 003 (Yellow)		
5	10	bottles	Epson Ink 001 (Black)		
6	10	bottles	Epson Ink 001 (Cyan)		
7	10	bottles	Epson Ink 001 (Magenta)		
8	10	bottles	Epson Ink 001 (Yellow)		
9	20	reams	Bond paper, A3 size, 80 gsm		
10	15	reams	Bond paper, Long size, 80 gsm		
11	15	reams	Bond paper, Short size, 80 gsm		
12	2	sets	7 feet Plain Fabric Curtain with 8 Steel Rings 215*140CM for Window door room (Gray and White)		
13	2	pieces	Window Cleaning, Wiper Soft Rubber, Mirror Bathroom, Floor Tile Cleaner, Tool Glass, Household Brush, Scraper Car		
14	2	pieces	Broom		
15	2	pieces	Dustpan		
16	1	piece	Trash bin/Cover, Pedal type, Red, 22L		
17	1	piece	12" Classic Framed Wall Clock		
18	4	pieces	Doormat rug/Foot rug		
19	2	packs	3-ply tissue ( 2 dozen/pack)		
20	10	sets	Garbage bag, medium, 10 pcs/set		
21	5	pieces	Bathroom deodorizer		
22	10	bottles	Dishwashing Liquid Soap 500 mL		
23	3	bottles	Disinfectant Bleach		
24	5	bottles	Disinfectant Spray, 1000ml		
25	2	bottles	Glass Cleaner		
26	20	bottles	10ml Fragrance Essential Oil for Aroma Humidifier Water Soluble Oil with Multiple scents (Tea tree - 4, Chamomile - 4, Lavender - 4, Rose - 4, Mint - 4, Jasmine - 2)		
27	5	bottles	Handwash Liquid Soap, 500mL		
28	20	boxes	Face mask, 3ply, 50pcs per box		
29	5	pieces	File box, Legal, Landscape		
30	50	bundles	Brown Envelope (Long)		
31	2	rolls	Tape, Masking, 18 x 50mm		
-page 1 of 3-					

Date \_\_\_\_\_

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Signature Over Printed Name: \_\_\_\_\_  
 Position in Firm: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Canvassed by: \_\_\_\_\_

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

(Signature Over Printed Name)



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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
32	5	rolls	Tape, Double-sided, 24 mm x 50mm		
33	5	rolls	Tape, Transparent, 1", 100m		
34	2	boxes	Fastener, Plastic, 50's/box		
35	2	packs	Battery AA, Heavy Duty, 4pcs/pack		
36	5	packs	White, Vellum Board, Long (10pcs/pack)		
37	5	packs	White, Vellum Board, Short (10pcs/pack)		
38	10	packs	Special Paper, Long, 250 GSM, Glossy White, 10pcs/pack		
39	2	packs	Sticker Paper, Long, High Gloss for Inkjet, 50sheets/pack		
40	10	pads	Sticky Notes Pad, 2x3, (10pcs/pack), (4 different colors)		
41	15	pieces	Correction Tape (25mm)		
42	4	pieces	X Banner Tarp Stand 2.5x6'		
43	4	pieces	3-Layer Acrylic, Brochure Holder File, Storage Rack, Pamphlet Organizer		
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45	2	pieces	Scientific Calculator		
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47	2	pieces	Ruler, Plastic, 12 Inches		
48	1	box	Push Pins, 50pcs/box		
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51	1	box	Eraser, 12pcs/box		
52	5	cans	Aerosol Multi Insect Killer Maximum Killing Action, 600mL		
53	5	gallon	Alcohol, ethyl, 68-78%, Scented		
54	1	unit	Whiteboard, 4x3 ft.		
55	1	piece	Stapler, Long arm, Heavy duty		
56	2	boxes	Ballpen, fine, 0.55mm (Black)		
57	1	piece	Cork Bulletin Board w/ Aluminum Frame (2x4 ft)		
58	5	packs	Detergent Powder, All-purpose 1kg/pack		
59	3	packs	Dishwashing Sponge, 3pcs/pack		
60	1	piece	Flat mop (microfiber)		
61	2	boxes	Whiteboard marker, refillable, 12 pcs/box (Black & Red)		
62	1	set	First-Aid Kit		

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



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70	1	box	Ballpen, fine point, 0.5mm, 25pcs/box, Black		
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72	1	bottle	Refill Ink for printer, High quality, 1 Liter, Cyan		
73	1	bottle	Refill Ink for printer, High quality, 1 Liter, Yellow		
74	3	bottles	Refill Ink for printer, High quality, 1 Liter, Black		
75	10	pieces	Correction Tape, 25mm		
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