



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9724234  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply and Delivery of Consolidated Office Supplies for Various Admin Offices (2023-04-204)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2023-04-204	<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>	08/05/2023
<b>Approved Budget for the Contract:</b>	PHP 122,286.60	<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 09:00 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. 2023-04-204  
 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 122,286.60 under PR No. 2023-04-204
  - 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 30 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

- 5 pieces Columnar 12 Columns No. 707
- 5 pieces Columnar 18 Columns No. 727
- 1 box Mailing Envelope, White, Legal, 100pcs/box
- 5 pieces Record Book 300 pages
- 5 pieces Ribbon for Manual and Electric Typewriter
- 1 box PVC Plastic Comb Ring Binder (small size) 100pcs/box
- 6 pieces Staple Remover, Flat Type
- 5 pack Battery AA 2pcs/pack
- 5 pack Battery AAA 2pcs/pack
- 1 piece Extension Wire 2-3 Meters
- 5 pack Photopaper, A4, Glossy, 10sheets/pack
- 5 pack Photopaper, Legal, Glossy, 10sheets/pack
- 2 pieces Office desk organizer (pen/ballpen holder container) (see attached photo)
- 10 pack Vellum Board Legal 200gsm (White) 10sheets/pack
- 10 pack Sticky Note for Label Tag Index 45\*12mm/1.7\*0.47in
- 2 gal. Alcohol, Ethyl, 68-78%, Scented
- 5 pieces Calculator ( Compact Calculator, 12-Digits)
- 2 pcs Bathroom Deodorizer
- 4 pcs Arch file horizontal blue colored for long 8x13 papers
- 1 box Ballpen, Black (12pcs/box)
- 1 box Ballpen, Blue (12pcs/box)
- 2 packs Battery, double AA, 4pcs/pack
- 2 packs Battery, double AAA, 4pcs/pack
- 2 bottles Cleaner Toilet Bowl and Urinal, 500ml
- 6 pcs Clear book, legal
- 12 reams Copy Laser Paper, A4
- 12 reams Copy Laser Paper, Long
- 5 pcs Correction Tape
- 2 bottles Dishwashing Liquid 500ml
- 1 ream Folder, Long, Tag Board
- 1 ream Folder, Short, Tag Board
- 3 tubes Glue, All purpose, Big
- 1 bottles Hand Liquid Soap 500ml
- 1 pcs Magic Spin Mop 2 heads 350 rotating easy (brown color)
- 3 boxes Mailing Envelope, White, Legal, ( 500pcs/box)
- 1 set Marker, Fluorescent, Assorted Color/set
- 1 dozen Marker, Pen, (Black)
- 1 dozen Marker, Pen, (Blue)
- 1 dozen Marker, Pen, (Red)
- 10 boxes Paper Clip (Big)
- 18 boxes Paper Clip (Small)

42. 2 boxes Pencil, #2 (12pcs/box)
43. 15 boxes Plastic Coated Paper Fastener (50sets/box)
44. 2 boxes Rubber Band, Big
45. 2 boxes Sign Pen, Gel Ink 0.5 Black, 12 pcs/box
46. 2 boxes Sign Pen, Gel Ink 0.5 Blue, 12 pcs/box
47. 1 pc Stamp Pad
48. 1 bottle Stamp Pad Ink
49. 3 pcs Staple Remover, Plier Type
50. 3 boxes Staple Wire #35
51. 4 units Two glass door display steel cabinet (2 layer) (see attached picture)
52. 3 rolls Tape, Transparent 1"
53. 2 bottles Toilet Bowl Cleaner Liquid, 500 ml
54. 5 pack Toilet Tissue Paper 3ply 12/pack
55. 3 set Marker, Fluorescent/Highlighter, 4 Colors/set (Assorted)
56. 1 box Whiteboard Marker, Refillable, 12pcs/box (Black)
57. 10 ream Bond Paper, Legal, 70gsm
58. 10 ream Bond Paper, Short, 70gsm
59. 4 box Fastener, Plastic, 50's/box
60. 3 box Paper Clip, Vinyl/Plastic Coated, 19mm
61. 1 pack Photopaper, A4, Glossy, 10sheets/pack
62. 1 box Pencil No.2, 12's/box
63. 1 piece Sharpener, Heavy Duty
64. 1 piece Paper Cutter, Heavy Duty
65. 2 piece Bathroom Deodorizer
66. 2 set Trash Bag, Medium, 10pcs/set
67. 4 ream Filing Folder - Long, White, 100's
68. 1 pc GLOBE/TERRESTRIAL GLOBE: I Illuminated Globe of the world with Stand Educational Terrestrial (Ball diameter 14cm, 15\*14\*18cm)
69. 1 pc World Map with flag home wall 5ft x 3ft (150cm\*100cm)
70. 25 pcs Curtain: Color Beige (140cm\*160cm)
71. 1 pc Wall Clock (White Gold 12 inches)
72. 1 unit Water Dispenser ( Hot & Cold)
73. 1 unit Stand Fan ( Heavy Duty)
74. 7 box A4, Bond Paper, 80gsm
75. 1 bottle Anti-bacterial Liquid Soap, 1L
76. 1 liter Bleaching Liquid
77. 3 box Bond Paper Subs.20, Long @ Sream/box
78. 3 reams Bond Paper (80gsm, Short)
79. 3 pcs Correction Tape
80. 1 bottle Dishwashing Liquid, 500 ml
81. 10 set Trash Bag, Medium, 10pcs/set
82. 50 pcs Expanding Envelope Brown
83. 2 pcs Tape, Double Sided, 24mm x 15M
84. 10 dozen Coffee Cups Styro
85. 2 box Sign Pen, Liquid/Gel Ink, 0.5mm Needle, 12pcs/box (black)
86. 1 set Mop set with bucket
87. 5 pcs File Box, Legal, Portrait (Black)
88. 50 pcs Certificate Holder A4
89. 20 packs Vellum Board A4 (10pcs/pack)
90. 20 packs Vellum Board, Long (10pcs/pack)

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. 2023-04-204**  
May 8, 2023

**SIR/MADAM:**

Please quote your lowest price for the following items enumerated below, taking into consideration the following:

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	5	pieces	Columnar 12 Columns No. 707		
2	5	pieces	Columnar 18 Columns No. 727		
3	1	box	Mailing Envelope, White, Legal, 100pcs/box		
4	5	pieces	Record Book 300 pages		
5	5	pieces	Ribbon for Manual and Electric Typewriter		
6	1	box	PVC Plastic Comb Ring Binder (small size) 100pcs/box		
7	6	pieces	Staple Remover Plier Type		
8	5	pack	Battery AA 2pcs/pack		
9	5	pack	Battery AAA 2pcs/pack		
10	1	piece	Extension Wire 2-3 Meters		
11	5	pack	Photopaper, A4, Glossy, 10sheets/pack		
12	5	pack	Photopaper, Legal, Glossy, 10sheets/pack		
13	2	pieces	Office desk organizer (pen/ballpen holder container) (see attached photo)		
14	10	pack	Vellum Board Legal 200gsm (White) 10sheets/pack		
15	10	pack	Sticky Note for Label Tag Index 45*12mm/1.7*0.47in		
16	2	gal.	Alcohol, Ethyl, 68-78%, Scented		
17	5	pieces	Calculator ( Compact Calculator, 12-Digits)		
18	2	pcs	Bathroom Deodorizer		
19	4	pcs	Arch file horizontal blue colored for long 8x13 papers		
20	1	box	Ballpen, Black (12pcs/box)		
21	1	box	Ballpen, Blue (12pcs/box)		
22	2	packs	Battery, double AA, 4pcs/pack		
23	2	packs	Battery, double AAA, 4pcs/pack		
24	2	bottles	Cleaner Toilet Bowl and Urinal, 500ml		
25	6	pcs	Clear book, legal		
26	12	reams	Copy Laser Paper, A4		
27	12	reams	Copy Laser Paper, Long		
28	5	pcs	Correction Tape		
29	2	bottles	Dishwashing Liquid 500ml		
30	1	ream	Folder, Long, Tag Board		
31	1	ream	Folder, Short, Tag Board		
32	3	tubes	Glue, All purpose, Big		

-page 1 of 3-

Date

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

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

Canvassed by:

(Signature Over Printed Name)



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34	1	pc	Magic Spin Mop 2 heads 350 rotating easy (brown color)		
35	3	boxes	Mailing Envelope, White, Legal, ( 500pcs/box)		
36	1	set	Marker, Fluorescent, Assorted Color/set		
37	1	dozen	Marker, Pen, (Black)		
38	1	dozen	Marker, Pen, (Blue)		
39	1	dozen	Marker, Pen, (Red)		
40	10	boxes	Paper Clip (Big)		
41	18	boxes	Paper Clip (Small)		
42	2	boxes	Pencil, #2 (12pcs/box)		
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46	2	boxes	Sign Pen, Gel Ink 0.5 Blue, 12 pcs/box		
47	1	pc	Stamp Pad		
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BAC Chairperson

Canvassed by:

(Signature Over Printed Name)



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66	2	set	Trash Bag, Medium, 10pcs/set		
67	4	ream	Filing Folder - Long, White, 100's		
68	1	pc	<b>GLOBE/TERRESTRIAL GLOBE:</b> Illuminated Globe of the world with Stand Educational Terrestrial (Ball diameter 14cm, 15*14*18cm)		
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80	1	bottle	Dishwashing Liquid, 500 ml		
81	10	set	Trash Bag, Medium, 10pcs/set		
82	50	pcs	Expanding Envelope Brown		
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86	1	set	Mop set with bucket		
87	5	pcs	File Box, Legal, Portrait (Black)		
88	50	pcs	Certificate Holder A4		
89	20	packs	Vellum Board A4 (10pcs/pack)		
90	20	packs	Vellum Board, Long (10pcs/pack)		
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