



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9765589  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply & Delivery of Office Supplies for Administrative Affairs (2023-05-247)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2023-05-247	<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>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	19/05/2023
<b>Approved Budget for the Contract:</b>	PHP 51,477.45	<b>Last Updated / Time</b>	19/05/2023 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	24/05/2023 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. 2023-05-247  
 19-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 51,477.45 under PR No. 2023-05-247
- Submit your quotation in a sealed envelop on or before May 24, 2023 @ 9:00 AM.
- Opening of RFQs is on May 24, 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 5 days from receipt hereof.

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

- 3 pcs Collapsible steel rack 18"x48" x 6.5 Layer
- 100 pcs Foldable Cardboard Storage File Box, Legal size
- 2 pcs USB Flash Drive 3.0 32GB
- 2 pcs 2TB Anti-shock Portable/External Hard drive Storejet 25M3 USB 3.1, Iron Gray
- 2 ream Bond Paper Legal Size
- 2 ream Bond Paper Short Size
- 1 ream Chlorine

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** Jessamae Rondina Caparas  
**Date Created** 18/05/2023

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