



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9799866
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply & Delivery of Office Supplies for San Jorge Campus - Consolidated STF (2023-04-183)
Area of Delivery Samar

Solicitation Number:	2023-04-183	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	30/05/2023
Approved Budget for the Contract:	PHP 55,000.00	Last Updated / Time	30/05/2023 00:00 AM
Delivery Period:	15 Day/s	Closing Date / Time	02/06/2023 01:00 AM
Client Agency:			
Contact Person:	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
30-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 June 2, 2023 @ 9:00 AM.
- Opening of RFQs is on June 2, 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 15 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

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

Created by Jessamae Rondina Caparas
Date Created 29/05/2023

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 Contact Number: **09173178126**

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1	16	reams	Paper, Multi-Purpose, A4, 70 gsm		
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	Cleaner, 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		
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Date

RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

I have read and understood the Terms and Conditions stated above.
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Signature Over Printed Name: _____
 Position in Firm: _____
 Business Address: _____
 Contact No.: _____

Canvassed by:

 (Signature Over Printed Name)