



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9886646
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for COED Use - (FID.-LDF Fee/P.R No. 2023-06-314)
Area of Delivery Samar

Solicitation Number:	2023-06-314	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	27/06/2023
Approved Budget for the Contract:	PHP 65,000.00	Last Updated / Time	27/06/2023 00:00 AM
Delivery Period:	15 Day/s	Closing Date / Time	30/06/2023 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. 2023-06-314
 27-Jun-23

SIR/MADAM:

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

TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is P 65,000.00 under PR No. 2023-06-314
2. Submit your quotation in a sealed envelop on or before June 30, 2023 @ 9:00 AM.
3. Opening of RFQs is on June 30, 2023 @ 10:00 AM in our office.
4. 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.
5. Price Quotation should be inclusive of the 5% Final VAT and Expanded Withholding Tax (EWT) of 1%.
6. Price Quotation shall be valid within thirty (30) calendar days from the deadline of the RFQ.
7. Delivery Period is within 15 calendar days and shall commence as stated in the Purchase Order. Free on site delivery.
8. If awarded the contract, processing and payment shall be made after the complete delivery of services/Supplies and final acceptance.
9. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXII of the revised IRR of RA 9184.
10. Please observe the Revised IRR of RA 9184.
10. FOB-NORTHWEST SAMAR STATE UNIVERSITY-Main located at Rueda St, Calbayog City, Samar.
11. The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
12. 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. 5 box Sign Pen, Liquid/Gel Ink, 0.5mm Needle, 12pcs/box (Black)
2. 60 ream Bond Paper, A4, 70gsm
3. 75 ream Bond Paper, Legal, 70gsm
4. 75 ream Bond Paper, Short, 70gsm
5. 10 piece Correction Tape, 25mm
6. 10 piece Correction Tape, 8mm
7. 5 pad Note Pad, Stick on, 76mm x 100mm (3"x4") 100 sheets/pad
8. 5 pad Note Pad, Stick on, 50mm x 76mm (2"x4"), 100 sheets/pad
9. 5 box Paper Clip, vinyl/plastic coated, 50mm
10. 12 pack Tissue Paper, 3 ply, 12 rolls/pack
11. 10 piece Record Book, 500 pages, size: 214mm x 278mm min
12. 11 set Padlock for Classrooms
13. 5 bottle Alcohol, Ethyl, 68-78%, 500ml, Scented

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 26/06/2023

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PROCUREMENT OFFICE

Email: procurement@nwssu.edu.ph
 Contact Number: **09173178126**

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2	60	ream	Bond Paper, A4, 70gsm		
3	75	ream	Bond Paper, Legal, 70gsm		
4	75	ream	Bond Paper, Short, 70gsm		
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12	11	set	Padlock for Classrooms		
13	5	bottle	Alcohol, Ethyl, 68-78%, 500ml, Scented		

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Date _____

RAMIL S. CATAMORA, En. 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)