



PHIGEPS

Philippine Government Electronic Procurement System

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 8121439
Procuring Entity: NORTHWEST SAMAR STATE UNIVERSITY
Title: Supply and Delivery of Supplies for Various Research and Development Services (GAA/FR No. 2021-10-345)

Area of Delivery: Samar

		Status	Active
Solicitation Number:	2021-10-345		
Trade Agreement:	Implementing Rules and Regulations	Associated Components	
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	
Classification:	Goods	Document Request List	
Category:	Office Supplies and Devices	Date Published	28/10/2021
Approved Budget for the Contract:	PHP 121,309.00	Last Updated / Time	28/10/2021 09:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	03/11/2021 09:00 AM
Client Agency:			
Contact Person:	Jeanrose Savellion Biffate Procurement Staff Rueda Extension Calbayog City Samar Philippines 6710 03-55-2093122 03-55-2093122 procurement@nwssu.edu.ph		

Description

Republic of the Philippines
 Northwest Samar State University
 Rueda St., Calbayog City 6710
 Website: <http://www.nwssu.edu.ph>
 Email: main@nwssu.edu.ph
 Telefax: (055) 2093657

PROCUREMENT OFFICE
 Email: procurement@nwssu.edu.ph
 TELEFAX: PLDT (055) 2093122

REQUEST FOR PRICE QUOTATION
 RFQ NO. 2021-10-345
 October 28, 2021

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 PHP121,309.00 under FR No. 2021-10-345.
- Submit your quotation in a sealed envelope on or before November 3, 2021 at 9:00 AM in our office.
- Opening of RFQs is on November 3, 2021 at 10:00 AM in our office.
- The procurement is PER ITEM, however, if stated in LDT, 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 may be ground for imposition of administrative sanctions under Rule XXII of the revised IRR of RA 9184. Please observe the Revised IRR of RA 9184.
- PCB-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 Qty. Unit Articles/Description Supplier's Offer (Complete Unit Price No. Specifications and Brand Name)

- 9 box Bond Paper (A4) 80 GSM
- 8 box Bond Paper (Long) 80 GSM
- 6 box Bond Paper (Short) 80 GSM
- 1 ream Yellow pad paper
- 5 ream Colored paper
- 30 pack Specialty paper (Linen-Short, A4, Long - 10 packs each)
- 124 pc Expanded Envelope (Long)
- 5 pack Folder (Long - 130 pcs/each)
- 3 pack Folder (Short - 100 pcs/each)
- 2 pc Folder Organizer
- 150 pc Manila Paper
- 13 dot Note Book
- 16 pc Record Book
- 10 pc Sticky Notes (3x3)
- 10 pc Sticky Notes (3x5)
- 1 box White paper envelope with window (long)
- 17 box Fencil (7x2)
- 15 box Ballpen (Black)
- 16 box Ballpen (Blue)
- 7 box Ballpen (Red)
- 16 pc Sign pen
- 15 box Permanent Marker (Black, Blue & Red - 5 boxes each)
- 9 box Whiteboard Marker (Black, Blue & Red - 3 boxes each)
- 35 pc Sticky Highlighter
- 10 pc Correction tape
- 6 box Staple wire (small)
- 10 pc Staple wire remover/plier
- 6 pc Stapler (small)
- 6 pc Stapler (heavy duty (max no.35)
- 6 box Staple wire (mid.35)
- 10 box Paper clip (51mm & 32mm - 5 boxes each)
- 15 box Binder clip (31mm, 32mm, 19mm - 3 boxes each)
- 20 roll Masking tape
- 4 pc Scissors (big)
- 3 pc Clear tape
- 2 pc Sealing tape
- 2 pc Calculator
- 15 set Printer Ink (epson 003)
- 1 pc WiFi Modem
- 2 unit Digital Voice Recorder LX series
- 5 te Coffee
- 5 te Creamer
- 3 pc Air Freshener (32ml)
- 3 pcs Baygon Spray (300ml)
- 3 pcs Feather Duster
- 3 pcs Bruum (wells tambon)
- 3 pcs Dustpan
- 3 bag Tissue
- 5 pcs Trash can (small)
- 1 pcs Container/storage box (plastic)
- 9 pcs Plastic rec. container
- 5 pcs Plastic tray (2 layers)

Date: 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 at Firm:
 Business Address:
 Contact No.:

Conveyed by:
 (Signature Over Printed Name)



PROCUREMENT OFFICE
 Email: procurement@nwssu.edu.ph
 TELEFAX: PLDT (055) 2093122

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	9	box	Bond Paper (A4) 80 GSM		
2	8	box	Bond Paper (Long) 80 GSM		
3	6	box	Bond Paper (Short) 80 GSM		
4	1	ream	Yellow pad paper		
5	5	ream	Colored paper		
6	30	pack	Specialty paper (Linen-Short, A4, Long - 10 packs each)		
7	124	pc	Expanded Envelope (Long)		
8	5	pack	Folder (Long - 100 pcs/pack)		
9	3	pack	Folder (Short - 100 pcs/pack)		
10	2	pc	Folder Organizer		
11	150	pc	Manila Paper		
12	13	doz	Note Book		
13	16	pc	Record Book		
14	10	pc	Sticky Notes (3x3)		
15	10	pc	Sticky Notes (3x5)		
16	1	box	White paper envelope with window (long)		
17	17	box	Pencil (#2)		
18	16	box	Ballpen (Black)		
19	16	box	Ballpen (Blue)		
20	7	box	Ballpen (Red)		
21	16	pc	Sign pen		
22	15	box	Permanent Marker (Black, Blue & Red - 5 boxes each)		
23	9	box	Whiteboard Marker (Black, Blue & Red - 3 boxes each)		
24	35	pc	Stabilo Highlighter		
25	10	pc	Correction Tape		
26	6	box	Staple wire (small)		
27	10	pc	Staple wire remover/plier		
28	6	pc	Stapler (small)		
29	6	pc	Stapler (heavy duty maxx no.35)		

Date _____

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)



Republic of the Philippines
 Northwest Samar State University
 Rueda St., Calbayog City 6710
 Website: <http://www.nwssu.edu.ph>
 Email: main@nwssu.edu.ph
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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
30	6	box	Staple wire (no.35)		
31	10	box	Paper clip (51mm & 32mm - 5 boxes each)		
32	15	box	Binder clips (51mm, 32mm, 19mm - 5 boxes each)		
33	20	roll	Masking Tape		
34	4	pc	Scissors (big)		
35	3	pc	Clear Tape		
36	2	pc	Sealing tape		
37	2	pc	Calculator		
38	15	set	Printer Ink (epson 003)		
39	1	pc	WiFi Modem		
40	2	unit	Digital Voice Recorder UX series		
41	5	tie	Coffee		
42	5	tie	Creamer		
43	3	pcs	Air Freshener (320ml)		
44	3	pcs	Baygon Spray (500ml)		
45	3	pcs	Feather Duster		
46	3	pcs	Broom (walis tambo)		
47	3	pcs	Dustpan		
48	3	bag	Tissue		
49	5	pcs	Trash can (small)		
50	1	pcs	Container/storage box (plastic)		
51	9	pcs	Plastic rec. container		
52	5	pcs	Plastic tray (3 layers)		

page 2 of 2

Date _____


RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

I have read and understood the Terms and Conditions stated above.
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