



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 8221668  
**Procuring Entity:** NORTHWEST SAMAR STATE UNIVERSITY  
**Title:** Supply and Delivery of Office Supplies and Materials for LVRDC Project (TF/PR No. 2021-11-364)  
**Area of Delivery:** Samar

<b>Solicitation Number:</b>	2021-11-364	<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>	23/11/2021
<b>Approved Budget for the Contract:</b>	PHP 100,000.00	<b>Last Updated / Time</b>	23/11/2021 00:00 AM
<b>Delivery Period:</b>	15 Days/s	<b>Closing Date / Time</b>	26/11/2021 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jhenrose Savefino Billate BAC Secretariat Staff Rueda Extension Calbayog City Samar Philippines 5710 63-55-2093122 63-55-2093122 procurement@nwssu.edu.ph		

**Description**

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

REQUEST FOR PRICE QUOTATION  
 RFQ NO. 2021-11-364  
 November 23, 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 PHP 100,000.00 under PR No. 2021-11-364.
- Submit your quotation in a sealed envelop on or before November 26, 2021 @ 9:00 AM in our office.
- Opening of RFQs is on November 26, 2021 @ 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.
- FQB-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

- 1 hex Ballpen (12pcs/box)
- 5 reams Bond Paper, 8x14, substance 20
- 5 reams Bond Paper, 8x11, substance 20
- 5 reams Bond Paper, A4 size
- 25 pcs. Folder Organizer (long)
- 3 pcs. Record Notebook (150 pages)
- 2 sets Tents (family size)
- 4 pcs. Flashlights (rechargeable)
- 2 sets Medical Kits
- 3 pcs. Raincoats (1 medium and 2 XL, Pants with jacket)
- 100 pcs. Customized Glass Frames (16 inches x 14 inches)
- 4 pcs. Scissors (heavy duty)
- 1 unit Printer All-in-One with Ink Tank
- 5 bnts. Multi-purpose Glue Bond Strong (40ml)
- 2 pcs. Stapler
- 2 boxes Staple Wires
- 50 meters Rope (14")
- 3 pairs Rain Boots (1 pair size 36, 1 pair size 43 and 1 pair size 44)
- 2 boxes Pencil (12 pcs per box)
- 5 boxes Pins (all purpose sewing pins)
- 3 pcs. Backpacks (40L)
- 3 pcs. Cap, (1 pc. Medium & 2pcs. Large size nylon baseball cap)
- 3 pcs. Jacket (1 pc. Medium, 1 pc. Large & 1 pc. XL outdoor jacket)
- 19 pairs Rubber Industrial Chemical Gloves, 14"
- 20 bnts. Alcohol (500ml)
- 75 pcs. Cellphone Load Cards @ 300
- 2 boxes Pentel Pens (12pcs/box)
- 100 pcs. Manila Papers

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 Please submit the following documentary requirements:  
 1. Business/Mayor's Permit  
 2. PhilGEPS Registration No./Certificate

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)

**Created by:** Jhenrose Savefino Billate  
**Date Created:** 22/11/2021



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

**REQUEST FOR PRICE QUOTATION**

RFQ NO. 2021-11-364  
November 23, 2021

**SIR/MADAM:**

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

**TERMS AND CONDITIONS**

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	1	box	Ballpen (12pcs/box)		
2	5	reams	Bond Paper, 8x14, substance 20		
3	5	reams	Bond Paper, 8x11, substance 20		
4	5	reams	Bond Paper, A4 size		
5	25	pcs.	Folder Organizer (long)		
6	3	pcs.	Record Notebook (150 pages)		
7	2	sets	Tents (family size)		
8	4	pcs.	Flashlights (rechargeable)		
9	2	sets	Medical Kits		
10	3	pcs.	Raincoats (1 medium and 2 XL, Pants with Jacket)		
11	100	pcs.	Customized Glass Frames (16 inches x 14 inches)		
12	4	pcs.	Scissors (heavy duty)		
13	1	unit	Printer All-in-One with Ink Tank		
14	5	bots.	Multi-purpose Glue Bond Strong (40ml)		
15	2	pcs.	Stapler		
16	2	boxes	Staple Wires		
17	50	meters	Rope (14")		
18	3	pairs	Rain Boots (1 pair size 36, 1 pair size 43 and 1 pair size 44)		
19	2	boxes	Pencil (12 pcs per box)		
20	5	boxes	Pins (all purpose sewing pins)		
21	3	pcs.	Backpacks (40L)		
22	3	pcs.	Cap, (1 pc. Medium & 2pcs. Large size nylon baseball cap)		
23	3	pcs.	Jacket (1 pc. Medium, 1 pc. Large & 1 pc. XL outdoor jacket)		
24	10	pairs	Rubber Industrial Chemical Gloves, 14"		
25	20	bots.	Alcohol (500ml)		
26	75	pcs.	Cellphone Load Cards @ 300		
27	2	boxes	Pentel Pens (12pcs/box)		
28	100	pcs.	Manila Papers		
			Please submit the following documentary requirements:		
			1. Business/Mayor's Permit		
			2. PhiGEPS Registration No./Certificate		

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)