



# PHIGEPS

Philippine Government Electronic Procurement System

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 8221721  
**Procuring Entity:** NORTHWEST SAMAR STATE UNIVERSITY  
**Title:** Supply and Delivery of Office Supplies for Extension Services (GAA/PR No. 2021-11-447)  
**Area of Delivery:** Samar

<b>Solicitation Number:</b>	2021-11-447	<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 192,249.00	<b>Last Updated / Time</b>	23/11/2021 00:00 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	26/11/2021 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jherrosé Savellino Billate BAC Secretariat 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  
 TELEFAX: PLDT (055) 2093122

REQUEST FOR PRICE QUOTATION  
 RFQ NO. 2021-11-447  
 November 23, 2021

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 Php192,249.00 under PR No. 2021-11-447.
2. Submit your quotation in a sealed envelope on or before November 26, 2021 @ 9:00 AM in our office.
3. Opening of RFQs is on November 26, 2021 @ 10:00 AM in our office.
4. This 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.
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 XXI of the revised IRR of RA 9184. 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 pc Thermal Scanner With Stand (Rechargeable)
2. 20 gallon Alcohol
3. 20 bot Hand Sanitizer 500ml
4. 20 bot Hand Wash 750ml
5. 20 box Facemask Disposable Mask Blue Facemask 3ply Excellent Quality 50pcs. With box
6. 20 box KN95 Masks particulate Respirator (20pcs per box)
7. 20 bot Disinfectant Spray 510gm
8. 1 lot Tarpaulin 8x12 ft (3pcs)
9. 1 pc Whiteboard (L-2ft; W-3ft)
10. 3 pc Broom
11. 3 set Tornado Mop and spin dry bucket set
12. 10 set Masks KF94 black (5pcs per set)
13. 10 set Masks KF94 Gray (5pcs per set)
14. 2 bot Corn Oil 3L
15. 25 pc Training Kit (Small notebook)
16. 1 box Pen, 12pcs/box
17. 30 pc Hairnet
18. 1 box Facemask Disposable Mask Blue Facemask 3ply Excellent Quality 50pcs with box
19. 10 pc Canister
20. 3 pair Pot Holder (gloves-thick fabric)
21. 1 bot Handwashing Soap (500-750ml)
22. 1 bot Dishwashing Liquid (500-750ml)
23. 1 bot Liquid Bleach 1L
24. 12 pc Hand Towel (white)
25. 2 pack Plastic cap seal (Shrinkable and clear - 95mm x 25mm x 53mm) 100pc/pack
26. 1 unit Blower/heater (for plastic cap)
27. 10 box Bond Paper (long) 80GSM, 5 reams/box
28. 10 box Bond Paper (short) 80GSM, 5 reams/box
29. 10 box Bond Paper (A4) 80GSM, 5 reams/box
30. 8 pc Scissors (170 mm Heavy Duty)
31. 5 ream Folders (long), 100pcs/ream
32. 5 ream Folders (short), 100pcs/ream
33. 5 ream Folders (A4), 100pcs/ream
34. 20 pc Filing box
35. 50 box Paper clips (S)
36. 50 box Paper clips (B)
37. 15 box Binder Clips (51 mm)
38. 15 box Binder Clips (25 mm)
39. 10 pack Cartolina (Assorted)
40. 3 pack Special paper short (100 pcs 200gsm specialty board certificate paper white cream theos events round cutting board)
41. 3 pack Special paper long (100 pcs 200gsm specialty board certificate paper white cream theos events round cutting board)
42. 3 pack Special paper A4 (100 pcs 200gsm specialty board certificate paper white cream theos events round

cutting board)  
43. 20 box Ballpens (Black), 12pcs/box  
44. 70 pc Signpens (Black)  
45. 20 roll Transparent Tape 1" (100m)  
46. 20 roll Masking Tape (1inch)  
47. 20 pc White out / correction tape  
48. 5 set Highlighter and Text marker in set of 8 pcs  
49. 48 pc File Storage box, large size  
50. 4 pc Rectangular Storage box, plastic  
51. 3 pc Cutter  
52. 3 pc Staple remover plier type  
53. 5 pc Stapler  
54. 2 pc Puncher  
55. 3 pc 3 Tier file holder tray  
56. 10 pack Sticky notes 3x3  
57. 15 pack Sticky notes 2x3  
58. 15 pack Sticky notes index tabs  
59. 1 pack Sticker paper (Printable sticker paper matte glossy A4 105gsm labels adhesive for inkjet printers 100pcs)  
60. 15 pack Photopaper

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 Savellino Billate

**Date Created** 22/11/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



**PROCUREMENT OFFICE**

Email: [procurement@nwssu.edu.ph](mailto:procurement@nwssu.edu.ph)

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	5	pc	Thermal Scanner With Stand (Rechargeable)		
2	20	gallon	Alcohol		
3	20	bot	Hand Sanitizer 500ml		
4	20	bot	Hand Wash 750ml		
5	20	box	Facemask Disposable Mask Blue Facemask 3ply Excellent Quality 50pcs. With box		
6	20	box	KN95 Masks particulator Respirator (20pcs per box)		
7	20	bot	Disinfectant Spray 510gm		
8	1	lot	Tarpaulin 8x12 ft (3pcs)		
9	1	pc	Whiteboard (L-2ft; W-3ft)		
10	3	pc	Broom		
11	3	set	Tornado Mop and spin dry bucket set		
12	10	set	Masks KF94 black (5pcs per set)		
13	10	set	Masks KF94 Gray (5pcs per set)		
14	2	bot	Corn Oil 3L		
15	25	pc	Training Kit (Small notebook)		
16	1	box	Pen, 12pcs/box		
17	30	pc	Hairnet		
18	1	box	Facemask Disposable Mask Blue Facemask 3ply Excellent Quality 50pcs with box		
19	10	pc	Canister		
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21	1	bot	Handwashing Soap (500-750ml)		
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23	1	bot	Liquid Bleach 1L		
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29	10	box	Bond Paper (A4) 80GSM, 5reams/box		
30	8	pc	Scissors (170 mm Heavy Duty)		
31	5	ream	Folders (long), 100pcs/ream		
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Signature Over Printed Name: \_\_\_\_\_  
Position in Firm: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Canvassed by:

(Signature Over Printed Name)



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46	20	roll	Masking Tape (1inch)		
47	20	pc	White out / correction tape		
48	5	set	Highlighter and Text marker in set of 8 pcs		
49	48	pc	File Storage box, large size		
50	4	pc	Rectangular Storage box, plastic		
51	3	pc	Cutter		
52	3	pc	Staple remover plier type		
53	5	pc	Stapler		
54	2	pc	Puncher		
55	3	pc	3 Tier file holder tray		
56	10	pack	Sticky notes 3x3		
57	15	pack	Sticky notes 2x3		
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