



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 0255242
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Office Supplies for Guidance and Testing Center (Fid/PR No. 2021-11-494)
Area of Delivery Samar

Solicitation Number:	2021-11-494	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	02/12/2021
Approved Budget for the Contract:	PHP 96,275.00	Last Updated / Time	02/12/2021 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	06/12/2021 08:30 AM
Client Agency:			
Contact Person:	Jhenrose Savellano Bilate Staff, BAC Secretariat Rueda Extension Calbayog City Samar Philippines 6710 63-55-2093122 63-55-2093122 procurement@nwsu.edu.ph		

Description

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

REQUEST FOR PRICE QUOTATION
 RFQ NO. 2021-11-494
 December 2, 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 PHP96,275.00 under PR No. 2021-11-494.
- Submit your quotation in a sealed envelop on or before December 6, 2021 @ 9:00 AM in our office.
- Opening of RFQs is on December 6, 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 7 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

- 50 reams Bond Paper (80gsm) Long
 - 20 reams Bond Paper (80gsm) Short
 - 30 reams Bond Paper (80gsm) A4
 - 5 boxes Sign Pen Gel Ink - Black (0.5mm needle tip) 12pcs./box
 - 5 boxes Sign Pen - Blue (0.5mm needle tip) 12pcs./box
 - 5 boxes Ballpen (Blue) 12pcs./box
 - 5 boxes Ballpen (Black) 12pcs./box
 - 5 reams Special Paper (Long) Cream
 - 5 reams Special Paper (Short) Cream
 - 10 packs High Quality Photo Paper (A4)
 - 500 pcs. Brown Folder (Long)
 - 400 pcs. Brown Folder (Short)
 - 200 pcs. Expanding Envelope (Long)
 - 10 rolls Transparent Tape (1 inch)
 - 2 pcs. Stamp Pad (purple)
 - 2 bots. Stamp Pad Ink 60ml (purple)
 - 15 pcs. Cardboard file organizer
 - 6 pad Sticky Note
 - 4 boxes Staple wire, #35
 - 2 sets Self-inking stamp (month/date/year format)
 - 6 pcs. Correctional Tape (8m)
 - 3 pcs. Metal double desk tray, Black
 - 1 set Tornado Mop 350
 - 4 pcs. Trash Bin
 - 3 pcs. Soft Broom
 - 3 pcs. Cutter Knife
 - 2 pcs. Plastic Pail
 - 2 pcs. Plastic Water Dipper
 - 2 pcs. Bathroom Toilet Bowl Scrub
 - 4 pcs. Feather Duster
 - 5 bots. Toilet Bowl Cleaner, ultra thick bleach, 500ml
 - 2 pcs. Wall Clock (Branded)
 - 6 bots. Air Freshener 300ml
 - 2 sets Window Glass wiper cleaner
 - 4 bots. Glass and window liquid cleaner
 - 5 bots. Dishwashing liquid 500ml
 - 6 pcs. Deodorizers
 - 6 boxes Disposable Non-woven, 3 ply w/ Earloop Face Mask, 50 pcs./box
 - 6 gallons Ethyl Alcohol (70% Solution)
 - 4 boxes Disposable Examination Gloves (Large) 100pcs./box
 - 20 bots. Anti-bacterial Liquid Soap 750ml
 - 50 pcs. Disposable Face Shield
 - 12 bots. Disinfectant Spray 400 gms.
 - 400 rolls Bathroom Tissue
 - 6 gallons Disinfectant Bleach
 - 30 bots. Glue
 - 5 boxes Sign Pen - Black (0.5mm needle tip) 12pcs./box
 - 2 pcs. Heavy Duty Pencil Sharpener
- Nothing follows-

Please submit the following documentary requirements:

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

Date:

9Sgd.) 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: Canvassed by:
 Position In Firm:
 Business Address:
 Contact No.: (Signature Over Printed Name)

Created by Jhenrose Savellano Bilate
Date Created 01/12/2021



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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	50	reams	Bond Paper (80gsm) Long		
2	20	reams	Bond Paper (80gsm) Short		
3	30	reams	Bond Paper (80gsm) A4		
4	5	boxes	Sign Pen Gel ink - Black (0.5mm needle tip) 12pcs./box		
5	5	boxes	Sign Pen - Blue (0.5mm needle tip) 12pcs./box		
6	5	boxes	Ballpen (Blue) 12pcs./box		
7	5	boxes	Ballpen (Black) 12pcs./box		
8	5	reams	Special Paper (Long) Cream		
9	5	reams	Special Paper (Short) Cream		
10	10	packs	High Quality Photo Paper (A4)		
11	500	pcs.	Brown Folder (Long)		
12	400	pcs.	Brown Folder (Short)		
13	200	pcs.	Expanding Envelope (Long)		
14	10	rolls	Transparent Tape (1 inch)		
15	2	pcs.	Stamp Pad (purple)		
16	2	bots.	Stamp Pad Ink 60ml (purple)		
17	15	pcs.	Cardboard file organizer		
18	6	pad	Sticky Note		
19	4	boxes	Staple wire, #35		
20	2	sets	Self-inking stamp (month/date/year format)		
21	6	pcs.	Correctional Tape (8m)		
22	3	pcs.	Metal double desk tray, Black		
23	1	set	Tornado Mop 360		
24	4	pcs.	Trash Bin		
25	3	pcs.	Soft Broom		
26	2	pcs.	Cutter Knife		
27	2	pcs.	Plastic Pail		
28	2	pcs.	Plastic Water Dipper		
29	2	pcs.	Bathroom Toilet Bowl Scrub		
30	4	pcs.	Feather Duster		

-page 1 of 2-

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)



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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
31	5	bots.	Toilet Bowl Cleaner, ultra thick bleach, 500ml		
32	2	pcs.	Wall Clock (Branded)		
33	6	bots.	Air Freshener 300ml		
34	2	sets	Window Glass wiper cleaner		
35	4	bots.	Glass and window liquid cleaner		
36	5	bots.	Dishwashing liquid 500ml		
37	6	pcs.	Deodorizers		
38	6	boxes	Disposable Non-woven, 3 ply w/ Earloop Face Mask	50 pcs/box	
39	6	gallons	Ethyl Alcohol (70% Solution)		
40	4	boxes	Disposable Examination Gloves (Large) 100pcs./box		
41	20	bots.	Anti-bacterial Liquid Soap 750ml		
42	50	pcs.	Disposable Face Shield		
43	12	bots.	Disinfectant Spray 400 gms.		
44	400	rolls	Bathroom Tissue		
45	8	gallons	Disinfectant Bleach		
46	30	bots.	Glue		
47	5	boxes	Sign Pen - Black (0.5mm needle tip) 12pcs./box		
48	2	pcs.	Heavy Duty Pencil Sharpener		
			-Nothing follows-		
			Please submit the following documentary requirements:		
			1. Business/Mayor's Permit		
			2. PhilGEPS Registration No./Certificate		

Date _____

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 Contact No.: _____

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