



Big Notice Abstract

Request for Quotation (RFQ)

Reference Number 8260613
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Machinery and Equipment (Photocopier) (PR No. 2021-11-498)
Area of Delivery Samar

Solicitation Number:	2021-11-498	Status	Active
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 Equipment	Date Published	03/12/2021
Approved Budget for the Contract:	PHP 70,000.00	Last Updated / Time	03/12/2021 00:00 AM
Delivery Period:	7 Day/s	Closing Date / Time	07/12/2021 09:00 AM
Client Agency:			
Contact Person:	Jhenrose Savellano Billate Staff, BAC Secretariat 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. 2021-11-498
 December 3, 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 PHP70,000.00 under PR No. 2021-11-498 .
- Submit your quotation in a sealed envelop on or before December 7, 2021 @ 9:00 AM in our office.
- Opening of RFQs is on December 7, 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 Qty. Unit Articles/Description Supplier's Offer (Complete Unit Price
 No. Specifications and Brand Name)

- 1 unit Photocopying Machine with metal cabinet Specifications: Functions: Print, Scan and Copy
 Resolution: 600 x 600 dpi Copy/Print speed: up to 22 ppm Scan File Formats: PDF, JPEG, TIFF
 paper size: A5 to A3
 Customized: 90-297 x 140-432 mm. Scan Mode: email, folder direct to USB flash drive scan w/
 Automatic Document Feeder (ADF)
 After Sales Service: lifetime Free Service & monthly preventive check-up w/ free initial
 consumables (toner powder 0 & 1 machine cabinet)

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:

- Business/Mayor's Permit
- PhilGEPS Registration No./Certificate
- Omnibus Sworn Statement
- Business/Income Tax Return

Created by Jhenrose Savellano Billate

Date Created 02/12/2021



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	1	unit	Photocopying Machine with metal cabinet Specifications: Functions: Print, Scan and Copy Resolution: 600 x 600 dpi Copy/Print speed: up to 22 ppm Scan File Formats: PDF, JPEG, TIFF paper size: A5 to A3		
			Customized: 90-297 x 140-432 mm. Scan Mode: email, folder direct to USB flash drive scan w/ Automatic Document Feeder (ADF)		
			After Sales Service: lifetime Free Service & monthly preventive check-up w/ free initial consumables (toner powder 0 & 1 machine cabinet)		
			<i>-Nothing follows-</i>		
			Please submit the following documentary requirements: 1. Business/Mayor's Permit 2. PhilGEPS Registration No./Certificate 3. Omnibus Sworn Statement 4. Business/Income Tax Return		

Date _____

RAMIL S. CATAWORA, 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)