



**Bid Notice Abstract**

**Request for Quotation (RFQ)**

**Reference Number** 0390931  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies for Various Offices (Consolidated/GAA) (2022-01-009)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2022-01-009	<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>	03/02/2022
<b>Approved Budget for the Contract:</b>	PHP 951,972.56	<b>Last Updated / Time</b>	03/02/2022 00:00 AM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	08/02/2022 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jhenrose Savellino Billate 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  
 Contact Number: 09173178126

REQUEST FOR PRICE QUOTATION  
 RFQ No. 2022-01-009  
 February 3, 2022

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 P 951,972.56 under PR No. 2022-01-009
  2. Submit your quotation in a sealed envelope on or before February 8, 2022
  3. Opening of RFQs is on February 8, 2022 @ 10:30 AM in our office.
  4. 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.
  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 20 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 XXII 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 5 days from receipt hereof.

Item Qty. Unit Articles/Description Supplier's Offer (Complete Specifications Unit Price No. and Brand Name)

1. 5 cans Aerosol Multi Insect Killer Maximum Killing Action 600mL
2. 10 jar Air Freshener, Gel (good brand)
3. 9 piece Alcohol Bottle Dispenser (Spray type)
4. 45 Gallon Alcohol, ethyl 68-78% (scented)
5. 16 Bottle Alcohol, Isopropyl, 68% 72%, 500ml, ( 5ml)
6. 107 boxes Balipen (83-Black, 94-Blue, 15-Red ) 12pcs/box
7. 2 boxes Balipen - (1-Black, 1- Blue) 50pcs/box
8. 3 boxes Balipen, Fine point Black 0.5
9. 26 pack Battery AA , heavy Duty, 4pcs/pack
10. 66 pack Battery size AAA
11. 2 pack Battery AAA Rechargeable 2800mAh, Eneloop 4pcs/pack
12. 5 pack Battery, dry cell, size AA, 4pcs/pack
13. 1/ piece Battery, dry cell, size AAA
14. 174 unit Bathroom deodorizer
15. 41 boxes Binder Clip - 25mm
16. 29 boxes Binder clip - 32mm
17. 35 boxes Binder clip - 41mm
18. 3 box Binder clip - 50mm
19. 50 piece Binder Clip, 51mm
20. 1 Piece Blade, for general purpose cutter/utility
21. 7 bottles Bleaching liquid
22. 10 gallon Bleaching liquid
23. 10 reams Bond Paper Long, (whitewove)
24. 447 reams Bond Paper, Legal, 80gsm
25. 228 reams Bond Paper, Short, 80gsm
26. 50 reams Bond Paper, Short, 70gsm
27. 2 reams Bond Paper, A3 size - 80GSM
28. 20 piece Broom
29. 10 pcs Caution Signage Plastic yellow (w/ Floor)
30. 14 unit Calculator (compact calculator, 12 digits)
31. 4 piece Ceiling Brush
32. 60 piece Certificate Glass Frame (A4 Size)
33. 110 piece Certificate Holder/Frame Plastic (A4 Size)
34. 5 gallon Cleaner toilet/urinal
35. 87 bottle Cleaner, toilet and urinal
36. 31 can Cleaner, scouring powder
37. 10 piece Clipboard With Cover Blue/Black Color A4 and Long SIZE with Pocket inside Durable
38. 5 kg Chlorine
39. 21 boxes Crayons, 8 pcs.
40. 2 dozen Coffee Cups
41. 10 pack Colored Paper (short)
42. 12 piece Columnar Book, 18 Columns No. 727
43. 24 piece Columnar Book, 8 Columns No.707
44. 10 piece Comfort Room Signage
45. 3 boxes Computer Continuous Form, long, 3-ply, carbonless
46. 3 boxes Computer Continuous Form, payroll size, 3-ply
47. 15 boxes Computer Continuous Form, short, 280x241mm (11" x 9-1/2"), 3-ply, carbonless
48. 10 boxes Container (Storage box Plastic) for 50L White
49. 2 piece Cork Board (Plyboard size)
50. 1 piece Corkboard Bulletin Board with Aluminum Frame (2x4 ft)
51. 110 piece Correction Tape, 25mm
52. 225 piece Correction Tape, 8mm

53. 2 piece Cutter/Utility Knife, for general purpose
54. 2 piece Dating and Stamping Machine
55. 20 Pack Detergent Powder, all-purpose, 1kg
56. 6 piece Digital Kitchen Timer
57. 82 bottles Dishwashing Liquid (500ml)
58. 10 piece Dishwashing paste, 400grams, with free sponge
59. 55 pack Dishwashing Sponge - 3pcs/pack
60. 72 Can Disinfectant Spray, aerosol type
61. 2 gal Disinfectant, aerosol type, concentrate
62. 10 piece Disposable Garbage bag (big)
63. 20 piece Disposable Garbage bag (small)
64. 62 piece Doormat (Foot Rug)
65. 2 piece Dust Mop, Pads Refill
66. 2 piece Electric Stand Fan (Tall), 18"
67. 9 boxes Envelope, Long, Brown 500pcs/box
68. 300 piece Envelope, long, Brown
69. 1 boxes Envelope, Short, brown 500pcs/box
70. 50 piece Envelope, short, Brown
71. 2 set Essentials Tools Kit, Complete Set
72. 1 unit Exhaust Fan, 10" blade diameter
73. 50 piece Expanding Folder with metal holder/long (please see attached picture) Green
74. 30 Piece Expanding Folder Long- Assorted Color
75. 51 piece Extension wire 6 meters
76. 10 liter Fabric softener
77. 43 box facemask, 3 ply Disposable Non-Woven Earloop, 50pcs/box
78. 20 Piece Face mask, KN95
79. 1 pack Fertilizers
80. 2 Piece Feather duster, Anti-static dusters
81. 139 piece File box, Legal size, Landscape (113-black, 2-Blue, 2-Green, 2-Red, 20-Maroon )
82. 65 piece File Box /legal, Portrait (10-Blue, 20-Black, 35-Maroon) (please see attached picture)
83. 20 piece File folder, landscape, legal size (12- Black, 2-Blue, 3-Maroon, 3-Red)
84. 10 piece File Folder, Long, Brown, Portrait
85. 24 piece File Folder, Hard Bound w/ Bolt and knot 38x29cm, Portrait
86. 1 set First Aid Kit
87. 6 unit Filing Tray, Legal size, steel 3 layers
88. 30 piece Foldable Cardboard Storage File Box, Legal size, see attached file
89. 38 reams Folder, Long, 14pts. White, 100's/ream
90. 12 reams Folder, Short, 100's, White
91. 26 reams Folder, long, tagboard, 100pcs/ream
92. 2 Pack Folder, with tab, A4
93. 4 Pack Folder, L-type, A4, 100/pack
94. 4 Pack Folder, L-type, Legal 100/pack
95. 2 reams Folder, short, tag board
96. 6 can Floor wax, paste type, red
97. 10 pcs Frame for Certificate, Legal size (large)
98. 10 piece Gas Lighter w/ Refill
99. 62 bottle Glass Cleaner, 500ml
100. 2 piece Glass Squeezer w/ Spray
101. 300 pcs GL-Form, Board paper, white non-glass for general ledger as per sample
102. 14 bats. Glue (130g)
103. 10 piece Glue Stick
104. 50 liter Hand Sanitizer (Alcogel) With Moisturizer
105. 50 piece Handwash Liquid Soap
106. 1 Bundle Heavy Press Board File Folders w/ insertable metal tab, 1/3-cut Tabs, Legal Size, Gray-Green
107. 5 pack Index Card - 4x6, 100pcs/pack
108. 18 bottle Ink, for stamp, violet, 50ml
109. 6 Bottle Ink, for stamp pad, (3-Red, 3-Blue)30ml
110. 6 Can Insecticide, aerosol type
111. 1 unit Intercom Speaker System, Dual way talk
112. 1 Ream Laid Paper, Green (for transcript)
113. 172 piece Lever arch file, legal size, portrait (60-Black, 40-Blue, 72-Red)
114. 71 piece Lever Arch file, legal size, landscape, (42-blue, 29-black)
115. 25 pcs Lever Arch File with Ring Binder, legal size, landscape, (15-black, 10-red)
116. 5 pcs Linen long board
117. 8 tubes Liquid Glue, Clear, 45g.
118. 27 Bottle Liquid Hand Sanitizer, 500ml
119. 12 Bottle Liquid Hand Soap, 500 ml
120. 8 bottle Liquid Hand Soap, Anti-bacterial 1l.
121. 10 bottle Liquid Toilet Cleaner 500ml
122. 52 pcs Logbook (150 pages)
123. 4 pcs Magic Mop With Bucket And 2 Mop Heads
124. 5 pcs Manila Paper
125. 1 pcs Manual Comb Paper Binder - Legal
126. 16 dozen Marker Pen, Permanent, (8-Black, 4-Blue, 4-Red)
127. 8 Piece Marker, permanent, bullet type (5-black, 3-red)
128. 1 box Marker, Permanent, Refillable, Black, 12pcs/box
129. 24 pcs Marker, fluorescent, (pink-6, green-6, blue-6, orange-6)
130. 10 Piece Modem Digital 3D White LED Wall Alarm Clock 12/24hrs Multi-Function
131. 16 boxes Monogel Pencil No.2, 12's/box
132. 1 Piece Multi-layer Metal Metal Document Rack Desktop Folder Storage Box Office All Products Office File Organizer Shelf File Column Student Vertical File Shelf Document Rack
133. 30 Bottle Muriatic Acid 1L
134. 6 pack Nature prints elite paper, color creamy/beach (long)
135. 10 pcs Note Book, small size
136. 9 doz Note Book, standard size, 80 leaves
137. 225 pcs Note Book, 100's
138. 11 Pad Note Pad, stick on, 76mm x 100mm (3"x 4")
139. 9 Pad Note Pad, stick on, 50mm x 76mm (2"x3")
140. 5 Pad Note Pad, stick on, 3" x 3"
141. 5 piece Office Curtain (skin tone color) Height: 2.5m
142. 213 Box Paper Clip, vinyl/plastic coated, 50m
143. 1 pcs Paper Cutter Board - 21x16
144. 1 set Paper Shredder
145. 43 Box Pencil No. 2, 12pcs/box
146. 40 Box Pentel Gel Sign Pen (Black - 20; Blue - 20)
147. 30 pcs Plastic Ring Binder - Black, 10mm
148. 1 pack Planting materials (Rice seedlings)
149. 85 Packs Photopaper, A4 (Glossy), 10pc/pack
150. 6 kilo Powder Detergents
151. 1 pcs Push cart, 18"
152. 90 Packs Push Pins (Assorted)
153. 1 set Rechargeable Battery AA with charge
154. 11 Book Record Book, 300 pages, size: 214mm x 278mm min
155. 40 Book Record Book, 500 pages, size: 214mm x 278mm min
156. 5 pcs Ring Binder (5/8 size) - black
157. 9 Piece Rubber Gloves (L, M)
158. 19 pcs Ruler, plastic (12 inches)
159. 8 Piece Ruler, plastic, 450mm
160. 2 pcs Scientific calculator
161. 22 pcs Scissors
162. 48 pcs Scissor - 170mm, heavy duty, symmetrical
163. 10 Piece Scissors, 5.5" (5.5" 8" (Stainless Steel)
164. 5 Pack Scouring pad
165. 21 pcs Sharpener
166. 167 Piece Sign Pen, liquid/gel ink, 0.5mm needle (black-110, blue-65, red-12)
167. 20 pcs Sign Pen Gel Ink Pen 0.7mm, Black
168. 15 box Sign Pen, gel ink 0.5, 15-Black, 12 pcs/box
169. 7 pcs Signs and labels (Closed, Open, Wear your facemask on entry, comfort room, storage room, social distance, sanitize before entering)
170. 300 pcs SL Form, Board paper, white glossy for subsidiary ledger as per sample
171. 15 packs Special Paper, Short for certificates
172. 30 packs Special Paper, A4 size
173. 10 pcs Specialty Paper, beige color for materials and printing of Certificate and Programmed Papers for certificate)
174. 70 pack Special Paper for Certificates, A4 Thick, (Beige/Light, Yellow/Light, Brown), 20 pcs/packs
175. 5 Gallon Sodium Hypochlorite, 3.785 liters
176. 20 pcs Soft Broom (walis lamba) large
177. 6 Piece Soft Broom Jumbo Size
178. 10 Piece Stainless Steel Scrubber (steel wool)
179. 4 pcs Stamp (see attached picture)
180. 1 Piece Stamp, Received
181. 15 pcs Stamp pad no.2 (1-Red, 1-Blue, 13-Violet)
182. 1 Piece Stamp pad, felt - Plier Type
183. 16 pcs Staple Remover - Plier Type
184. 33 pcs Staple remover, jaws
185. 2 boxes Staple wire No. 10
186. 3 Box Staple wire, heavy duty, binder type (23/13)
187. 9 pcs Stapler, No. 35 Heavy Duty with staple remover

- 188. 4 pcs Stapler, Heavy Duty, 20 to 100 sheets Capacity Adjustable stapling margin 7-65mm
- 189. 15 packs Sticker Paper, Long
- 190. 11 pads Sticky Note, 100sheets/pad
- 191. 2 pads Sticky Note, 100sheets/pad, pref. 4 tone color per pad 2x3 inches
- 197. 6 packs Sticky Notes (8.5"x 1.75"/ 1.3cm x 4.4 cm)
- 193. 20 Packs Sticky Note, 4.1x4.6 cm
- 194. 30 Packs Sticky Note, 4.5x1.2 cm
- 195. 20 Packs Sticky Note, 7.5x4.6 cm
- 196. 30 Roll Tape, clear adhesive (1inchx10m)
- 197. 20 roll Tape, clear 1", 100m
- 198. 2 Roll Tape Dispenser - Big
- 199. 58 Roll Tape, Double sided, 24mm
- 200. 4 Roll Tape, double sided, 44mm
- 201. 5 Roll Tape, double sided, 48mm
- 202. 10 roll Tape, double sided size: 1/2"
- 203. 5 Roll Tape, masking, 18mm
- 204. 13 Roll Tape, Packaging, 2"
- 205. 20 Set Tape, Transparent, 100meters Thick, Heavy Duty Packing (6 rolls/set)
- 206. 112 Roll Tape, Transparent, 1"
- 207. 5 Roll Tape, transparent, 12mm
- 208. 1 Unit Telephone, Cordless, Panasonic
- 209. 12 Pack Tissue, interfolded paper towel
- 210. 10 Piece Toilet Brush, Set
- 211. 30 pack Toilet Tissue, 3 ply 12/pack
- 212. 20 Pack Toilet Tissue, 2 ply, 100% recycled, 12rolls/pack
- 213. 12 bottle Toilet bowl Cleaner liquid, 500 ml
- 214. 4 pcs Tornado mop rotation 360 stainless steel, large
- 215. 1 reams Transparency Film A4 size (100pcs./ream)
- 216. 26 Pack Trash Bag Garbage Bag 10pcs/pack - (S-S, 5-M, 5-L, 13-XL)
- 217. 10 Pack Trashbag, GPP specs, black, 940mm x 1016mm
- 218. 2 pcs Trash Can (big)
- 219. 1 Piece University Dry Seal
- 220. 5 Piece Universal Socket Adaptor
- 221. 1 Piece Wall clock
- 222. 3 Piece Wastebasket, non-rigid plastic
- 223. 1 pcs Water dipper
- 224. 4 unit Water Dispenser with Hot & Cold and Storage Cabinet-Stand Type
- 225. 1 Piece Water Heater (Stainless, 2 liters)
- 226. 1 pcs Water Tub with cover, small
- 227. 1 pcs White Board 4x6ft.
- 228. 1 pcs White Board 4x3ft.
- 229. 1 box Whiteboard Marker, 12pcs/box
- 230. 2 Pack Wrapping paper, kraft
- 231. 11 pads Writing Pad (Grade 1) 80lvs.
- 232. 10 pads Writing Pad (Intermediate) 80lvs.

**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**

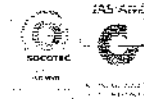
Please submit the following documentary requirements:

1. Business/Mayor's Permit
2. PhilGEPS Registration No./Certificate

**Created by** Jhenrose Savellino Billate

**Date Created** 01/02/2022

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**PROCUREMENT OFFICE**

Email: [procurement@nwssu.edu.ph](mailto:procurement@nwssu.edu.ph)  
Contact Number: **09173178126**

**REQUEST FOR PRICE QUOTATION**

RFQ No. **2022-01-009**  
February 3, 2022

**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	5	cans	Aerosol Multi Insect Killer Maximum Killing Action 600ml.		
2	10	jar	Air Freshener, Gel (good brand)		
3	9	piece	Alcohol Bottle Dispenser (Spray type)		
4	45	Gallon	Alcohol, ethyl 68-78% (scented)		
5	16	bottle	Alcohol, isopropyl, 68%-72%, 500ml, (-5ml)		
6	107	boxes	Ballpen (83-Black, 47-Blue, 15-Red ) 12pcs/box		
7	2	boxes	Ballpen - (1 Black, 1- Blue) 50pcs/box		
8	3	boxes	Ballpen, Fine point Black 0.5		
9	26	pack	Battery AA , Heavy Duty, 4pcs/pack		
10	66	pack	Battery size AAA		
11	2	pack	Battery AAA Rechargeable 2800mAh, Eneloop 4pcs/pack		
12	5	pack	Battery, dry cell, size AA, 4pcs/pack		
13	12	piece	Battery, dry Cell, size AAA		
14	174	unit	Bathroom deodorizer		
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22	10	gallon	Bleaching liquid		
23	10	reams	Bond Paper Long, (whitewove)		
24	447	reams	Bond Paper, Legal, 80gsm		
25	228	reams	Bond Paper, Short, 80gsm		
26	50	reams	Bond Paper, Short, 70gsm		
27	2	reams	Bond Paper, A3 size - 80GSM		
28	20	piece	Broom		
29	10	pcs	Caution Signage Plastic yellow (wet floor)		
30	14	unit	Calculator (compact calculator, 12-digits)		
31	4	piece	Ceiling Broom		
32	60	piece	Certificate Glass Frame (A4 Size)		
33	110	piece	Certificate Holder/Frame Plastic (A4 Size)		
34	5	gallon	Cleaner toilet/urinal		
35	87	bottle	Cleaner, toilet and urinal		
36	31	can	Cleanser, scouring powder		

-page 1 of 7-

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: \_\_\_\_\_

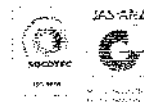
Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Canvassed by:

\_\_\_\_\_  
(Signature Over Printed Name)



**PROCUREMENT OFFICE**

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

Contact Number: **09173178126**

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38	5	kg	Chlorine		
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41	10	pack	Colored Paper (short)		
42	12	piece	Columnar Book, 18 Columns No. 727		
43	24	piece	Columnar Book, 8 Columns No. 707		
44	10	piece	Comfort Room Signage		
45	3	boxes	Computer Continuous Form, long, 3-ply, carbonless		
46	3	boxes	Computer Continuous Form, payroll size, 3-ply		
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48	10	boxes	Container (Storage box Plastic) for 50L White		
49	2	piece	Cork Board (Plyboard size)		
50	1	piece	Corkboard Bulletin Board with Aluminum Frame (2x4 ft)		
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54	2	piece	Dating and Stamping Machine		
55	20	Pack	Detergent Powder, all-purpose, 1kg		
56	6	piece	Digital Kitchen Timer		
57	82	bottles	Dishwashing Liquid (500ml)		
58	10	piece	Dishwashing paste, 400grams, with free sponge		
59	55	pack	Dishwashing Sponge - 3pcs/pack		
60	72	Can	Disinfectant Spray, aerosol type		
61	2	gal	Disinfectant, aerosol type, concentrate		
62	10	piece	Disposable Garbage bag (big)		
63	20	piece	Disposable Garbage bag (small)		
64	62	piece	Doormat (Foot Rug)		
65	2	piece	Dust Mop, Pads Refil		
66	2	piece	Electric Stand Fan (Tall), 18"		
67	9	boxes	Envelope, Long, Brown 500pcs/box		
68	300	piece	Envelope, long, Brown		
69	1	boxes	Envelope, Short, brown 500pcs/box		
70	50	piece	Envelope, short, Brown		

-page 2 of 7-

Date

**RAMIL S. CATAMORA, Ed.D.**  
BAC Chairperson

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Signature Over Printed Name: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Canvassed by: \_\_\_\_\_

(Signature Over Printed Name)



**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
71	2	set	Essentials Tools Kit, Complete Set		
72	1	unit	Exhaust Fan, 10" blade diameter		
73	50	piece	Expanding Folder with metal holder/long (please see attached picture) Green		
74	30	Piece	Expanding Folder Long- Assorted Color		
75	51	piece	Extension wire 6 meters		
76	10	liter	Fabric softener		
77	43	box	Facemask, 3 ply Disposable Non-Woven Earloop, 50pcs/box		
78	20	Piece	Face mask, KN95		
79	1	pack	Fertilizers		
80	2	Piece	Feather duster, Anti-static dusters		
81	139	piece	File box, Legal size, Landscape (113-black, 2-Blue, 2-Green, 2-Red, 20-Maroon )		
82	65	piece	File Box /legal, Portrait (10-Blue, 20-Black, 35-Maroon) (please see attached picture)		
83	20	piece	File folder, landscape, legal size (12- black, 2-Blue, 3-Maroon, 3-Red)		
84	10	piece	File Folder, Long, Brown, Portrait		
85	24	piece	File Folder, Hard Bound w/ Bolt and knot 38x29cm, Portrait		
86	4	set	First Aid Kit		
87	6	unit	Filing Tray, Legal size, steel 3 layers		
88	30	piece	Foldable Cardboard Storage File Box, Legal size, see attached file		
89	38	reams	Folder, long, 14pts. White, 100's/ream		
90	12	reams	Folder, Short, 100's, White		
91	20	reams	Folder, long, tagboard, 100pcs/ream		
92	2	Pack	Folder, with tab, A4		
93	4	Pack	Folder, L-type, A4, 100/pack		
94	4	Pack	Folder, L-type, Legal 100/pack		
95	2	reams	Folder, short, tag board		
96	6	can	Floor wax, paste type, red		
97	10	pcs	Frame for Certificate, Legal size (large)		
98	10	piece	Gas Lighter w/ Refill		
99	52	bottle	Glass Cleaner, 500ml		
100	2	piece	Glass Squeezer w/ Spray		
101	300	pcs	GL-Form, Board paper, white non-glass for general ledger as per sample		
102	14	bots.	Glue (130g)		

-page 3 of 7-

Date

**RAMIL S. CATAMORA, Ed.D.**  
BAC Chairperson

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Signature Over Printed Name: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Canvassed by:

(Signature Over Printed Name)



**PROCUREMENT OFFICE**

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

Contact Number: **09173178126**

**REQUEST FOR PRICE QUOTATION**

RFQ No. **2022-01-009**

February 3, 2022

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
103	10	piece	Glue Stick		
104	50	liter	Hand Sanitizer (Alcogel) with Moisturizer		
105	50	piece	Handwash Liquid Soap		
106	1	Bundle	Heavy Press Board File Folders w/ insertable metal tab, 1/3-cut Tabs, Legal Size, Gray-Green		
107	5	pack	Index Card - 4x6, 100pcs/pack		
108	18	bottle	Ink, for stamp, violet, 50ml		
109	6	Bottle	Ink, for stamp pad, (3-Red, 3-Blue)30ml		
110	6	Can	Insecticide, aerosol type		
111	1	unit	Intercom Speaker System, Dual way talk		
112	1	Ream	Laid Paper, Green (for transcript)		
113	172	piece	Lever arch file, legal size, portrait (60-Black, 40-Blue, 72-Red)		
114	71	piece	Lever Arch file, legal size, landscape, (42-blue, 29-black)		
115	25	pcs	Lever Arch File with Ring Binder, legal size, landscape, (15-black, 10-red)		
116	5	pcs	Linen long board		
117	8	tubes	Liquid Glue, Clear, 45g.		
118	27	Bottle	Liquid Hand Sanitizer, 500ml		
119	12	Bottle	Liquid Hand Soap, 500 ml		
120	8	bottle	Liquid Hand Soap, Anti-bacterial 1L		
121	10	bottle	Liquid Toilet Cleaner 500ml		
122	52	pcs	Logbook (150 pages)		
123	4	pcs	Magic Mop With Bucket And 2 Mop Heads		
124	5	pcs	Manila Paper		
125	1	pcs	Manual Comb Paper Binder - Legal		
126	16	dozen	Marker Pen, Permanent, (8-Black, 4-Blue, 4-Red)		
127	8	Piece	Marker, permanent, bullet type (5-black, 3-red)		
128	1	box	Marker, Permanent, Refillable, Black, 12pcs/box		
129	24	pcs	Marker, fluorescent, (pink-6, green-6, blue-6, orange-6)		
130	10	Piece	Modern Digital 3D White LED Wall Alarm Clock 12/24hrs Multi-Function		
131	16	boxes	Mongol Pencil No.2, 12's/box		
132	1	Piece	Multi-layer Metal Metal Document Rack Desktop Folder Storage Box Office All Products Office File Organizer Shelf File Column Student Vertical File Shelf Document Rack		
133	30	Bottle	Muriatic Acid 1L		

-page 4 of 7-

Date

**RAMIL S. GATAMORA, Ed.D.**  
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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
134	6	pack	Nature prints elite paper, color cream/peach (long)		
135	10	pcs	Note Book, Small size		
136	9	doz	Note Book, standard size, 80 leaves		
137	225	pcs	Note Book, 100's		
138	11	Pad	Note Pad, stick on, 76mm x 100mm (3"x 4")		
139	9	Pad	Note Pad, stick on, 50mm x 76mm (2"x3")		
140	5	Pad	Note Pad, stick on, 3" x 3"		
141	5	piece	Office Curtain (skin tone color) Height: 2.5m		
142	213	Box	Paper Clip, vinyl/plastic coated, 50m		
143	1	pcs	Paper Cutter Board - 21x16		
144	1	set	Paper Shredder		
145	43	Box	Pencil No. 2, 12 pcs/box		
146	40	Box	Pentel Gel Sign Pen (Black - 20; Blue - 20)		
147	30	pcs	Plastic Ring Binder - Black, 10mm		
148	1	pack	Planting materials (Rice seedlings)		
149	85	Packs	Photopaper, A4 (Glossy), 10pc/pack		
150	6	kilo	Powder Detergents		
151	1	pcs	Push cart, 10"		
152	50	Packs	Push Pins (Assorted)		
153	1	set	Rechargeable Battery AA with charge		
154	11	Book	Record Book, 300 pages, size: 214mm x 278mm min		
155	40	Book	Record Book, 500 pages, size: 214mm x 278mm min		
156	5	pcs	Ring Binder (5/8 size) - black		
157	9	Piece	Rubber Gloves (L, M)		
158	19	pcs	Ruler, plastic (12 inches)		
159	8	Piece	Ruler, plastic, 450mm		
160	2	pcs	Scientific calculator		
161	22	pcs	Scissors		
162	48	pcs	Scissor - 170mm, heavy duty, symmetrical		
163	10	Piece	Scissors, 5.5" 6.5" 8" (Stainless Steel)		
164	5	Pack	Scouring pad		
165	21	pcs	Sharpener		
166	167	Piece	Sign Pen, liquid/gel ink, 0.5mm needle (black-110, blue-65, red-12)		
167	20	pcs	Sign Pen Gel Ink Pen 0.7mm, Black		
168	15	box	Sign Pen, gel ink 0.5, 15-Black, 12 pcs/box		

-page 5 of 7-

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
169	7	pcs	Signs and labels (Closed, Open, Wear your facemask on entry, comfort room, storage room, social distance, sanitize before entering)		
170	300	pcs	SL Form, Board paper, white glossy for subsidiary ledger as per sample		
171	15	packs	Special Paper, Short for certificates		
172	30	packs	Special Paper, A4 size		
173	10	pcs	Specialty Paper, beige color For materials and printing of Certificate and Programmed (Papers for certificate)		
174	70	pack	Special Paper for Certificates, A4 Thick, (Beige/Light, Yellow/Light, Brown), 20 pcs/packs		
175	5	Gallon	Sodium Hypochlorite, 3.785 liters		
176	20	pcs	Soft Broom (walis tambo) large		
177	6	Piece	Soft Broom Jumbo Size		
178	10	Piece	Stainless Steel Scrubber (steel wool)		
179	4	pcs	Stamp (see attached picture)		
180	1	Piece	Stamp, Received		
181	15	pcs	Stamp pad no.2 (1-Red, 1-Blue, 13-Violet)		
182	1	Piece	Stamp pad, felt		
183	16	pcs	Staple Remover - Plier Type		
184	33	pcs	Staple remover, jaws		
185	2	boxes	Staple wire No. 10		
186	3	Box	Staple wire, heavy duty, binder type (23/13)		
187	9	pcs	Stapler, No. 35 Heavy Duty with staple remover		
188	4	pcs	Stapler, Heavy Duty, 70 to 100 sheets Capacity Adjustable stapling margin 7-65mm		
189	15	packs	Sticker Paper, Long		
190	11	pads	Sticky Note, 100sheets/pad		
191	2	pads	Sticky Note, 100sheets/pad, pref 4 tone color per pad 2x3 inches		
192	6	packs	Sticky Notes (0.5"x 1.75"/ 1.3cm x 4.4 cm)		
193	20	Packs	Sticky Note, 4.1x4.6 cm		
194	30	Packs	Sticky Note, 4.5x1.2 cm		
195	20	Packs	Sticky Note, 7.5x4.6 cm		
196	30	Roll	Tape, clear adhesive (1inchx10m)		
197	20	roll	Tape, clear 1", 100m		
198	2	Roll	Tape Dispenser - Big		
199	58	Roll	Tape, Double sided, 24mm		
200	4	Roll	Tape, double sided, 44mm		

-page 6 of 7-

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
201	5	Roll	Tape, double sided, 48mm		
202	10	roll	Tape, double sided size: 1/2"		
203	5	Roll	Tape, masking, 18mm		
204	13	Roll	Tape, Packaging, 2"		
205	20	Set	Tape, Transparent, 100meters Thick, Heavy Duty Packing (6 rolls/set)		
206	112	Roll	Tape, Transparent, 1"		
207	5	Roll	Tape, transparent, 12mm		
208	1	Unit	Telephone, Cordless, Panasonic		
209	12	Pack	Tissue, interfolded paper towel		
210	10	Piece	Toilet Brush, Set		
211	30	pack	Toilet Tissue, 3 ply 12/pack		
212	20	Pack	Toilet Tissue, 2 ply, 100% recycled, 12rolls/pack		
213	12	bottle	Toilet bowl Cleaner liquid, 500 ml		
214	4	pcs	Tornado mop rotation 360 stainless steel, large		
215	1	reams	Transparency Film A4 size (100pcs./ream)		
216	26	Pack	Trash Bag Garbage Bag 10pcs/pack - (5-S, 5-M, 5-L, 13-XL)		
217	10	Pack	Trashbag, GPP specs, black, 940mm x 1016mm		
218	2	pcs	Trash Can (big)		
219	1	Piece	University Dry Seal		
220	5	Piece	Universal Socket Adaptor		
221	1	Piece	Wall clock		
222	3	Piece	Wastebasket, non-rigid plastic		
223	1	pcs	Water dipper		
224	4	unit	Water Dispenser with Hot & Cold and Storage Cabinet-Stand Type		
225	1	Piece	Water Heater (Stainless, 2 liters)		
226	1	pcs	Water Tub with cover, small		
227	1	pcs	White Board 4x6ft.		
228	1	pcs	White Board 4x3ft.		
229	1	box	Whiteboard Marker, 12pcs/box		
230	2	Pack	Wrapping paper, kraft		
231	11	pads	Writing Pad (Grade 1) 80lvs.		
232	10	pads	Writing Pad (Intermediate) 80lvs.		
			Please submit the following documentary requirements:		
			1. Business/Mayor's Permit		
			2. PhilGEPS Registration No./Certificate		

Date \_\_\_\_\_

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