



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 6390639  
**Procuring Entity:** NORTHWEST SAMAR STATE UNIVERSITY  
**Title:** Supply and Delivery of Office Supplies for University Clinic (2022-01-018)  
**Area of Delivery:** Samar

<b>Solicitation Number:</b>	2022-01-018	<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 60,200.00	<b>Last Updated / Time</b>	03/02/2022 09:00 AM
<b>Delivery Period:</b>	70 Day/s	<b>Closing Date / Time</b>	08/02/2022 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jhenrose Savellino Billate EAC 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: 09173178026

REQUEST FOR QUOTATION  
 RFQ No. 2022-01-018  
 February 3, 2022

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 P 60,200.00 under PR No. 2022-01-018
- Submit your quotation in a sealed envelop on or before February 8, 2022
- Opening of RFQs is on February 8, 2022 @ 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% Input VAT and expanded Withholding Tax (E-WT) of 1%.
- Price Quotation shall be valid within thirty (30) calendar days from the deadline of the RFQ.
- Delivery Period is within 20 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.
- FOR-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 5 days from receipt hereof.

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

- 1 set 500GB EVO SSD 2.5 SATA; 512 mb DRAM, R/W: 560/530 98k/98k, pn: M2-77E500BW
- 1 unit Multi-function Rechargeable Ink Printer: black & colored print, ADF, scan, copy, reduce/enlarge, w/mk
- 1 box Bond paper, Long, subs. 20 (5 reams/box)
- 1 box Panda Classique Ballpen, black, 12's
- 50 pieces Kraft Folder, A4
- 50 pieces Brown envelope, A4
- 50 pieces Brown envelope, Long
- 1 box Pencil No. 2, 12's/box
- 3 pieces Sharpener
- 6 pieces Liquid glue, clear, 45g
- 1 piece Pencil Sharpener 4.5", stainless steel w/ Metal body
- 2 set Sticky notes set
- 2 boxes Binder Clip, 1", 12's/box
- 2 boxes Binder Clip, 2", 12's/box
- 1 box Colorful Highlighter marker
- 1 piece Flashdrive 64gb
- 3 pack Specialty Paper cream, letter, 50's/pack
- 1 pack Specialty Paper cream, A4, 50's/pack
- 1 pack Specialty Paper cream, long, 50's/pack
- 1 set 3 Tier Document Tray
- 1 bottle Ink, Epson L3110, magenta
- 1 bottle Ink, Epson L3110, yellow
- 1 bottle Ink, Epson L3110, cyan
- 1 bottle Ink, Epson L3110, black
- 3 pieces Staple Remover, plier type
- 12 packs Battery 3V CR2012 Lithium Cell
- 1 pack Battery LR 41 Button Cell 1 pad 10 pcs./pack
- 1 piece Wall Clock
- 4 pieces K3 thermometer rechargeable battery 16650, 300mAh 3.7V
- 2 packs Ni-Mh AAA Rechargeable Battery, 1.2V 550mAh Battery for Panasonic Cordless phone, 4's/pack
- 1 gallon Disinfectant liquid
- 2 bottles Toilet bowl cleaner liquid
- 2 gallons Bleach/Disinfectant liquid
- 2 pieces Disinfectant Spray, 410g
- 2 packs Dishwashing sponge, 3's/pack
- 3 packs Garbage bag, small, 100's/pack
- 1 piece Feather Duster
- 6 pieces Hand Towel
- 1 set 260 Rotating Magic Spin w/ Bucket set
- 2 pieces Broom
- 4 pieces Foot mat, cloth (paspas2n)
- 1 unit Battery/Down Loading water Dispenser w/ Hot, Cold & Normal

Date  
 Spd. SAHIL S. CATABORA, 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. PHIGEPS Registration No./Certificate

**Created by:** Jhenrose Savellino Billate  
**Date Created:** 03/02/2022



**PROCUREMENT OFFICE**

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

**REQUEST FOR PRICE QUOTATION**

RFQ No. **2022-01-018**  
 February 3, 2022

**SIR/MADAM:**

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

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- Request for quotation should be returned within 5 days from receipt hereof.

Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	1	set	500GB EVO SSD 2.5 SATA; 512 mb DRAM, R/W: 560/530 98K/88k, pn: MZ-77E500BW		
2	1	unit	Multi-function Refillable ink Printer: black & colored print, ADF, scan, copy, reduce/enlarge, w/ink		
3	1	box	Bond paper, Long, subs. 20 (5 reams/box)		
4	1	box	Panda Classque Ballpen, black, 12's		
5	50	pieces	Kraft Folder, A4		
6	50	pieces	Brown envelope, A4		
7	50	pieces	Brown envelope, Long		
8	1	box	Pencil No. 2, 12's/box		
9	3	pieces	Scissors		
10	6	pieces	Liquid glue, clear, 45g.		
11	1	piece	Pencil Sharpener 4.5", stainless steel w/ Metal body		
12	2	set	Sticky notes set		
13	2	boxes	Binder Clip, 1", 12's/box		
14	2	boxes	Binder Clip, 2", 12's/box		
15	1	box	Colorful Highlighter Marker		
16	1	piece	Flashdrive 64gb		
17	1	pack	Specialty Paper cream, letter, 50's/pack		
18	1	pack	Specialty Paper cream, A4, 50's/pack		
19	1	pack	Specialty Paper cream, long, 50's/pack		
20	1	set	3 Tier Document Tray		
21	1	bottle	Ink, Epson L3110, magenta		
22	1	bottle	Ink, Epson L3110, yellow		
23	1	bottle	Ink, Epson L3110, cyan		
24	1	bottle	Ink, Epson L3110, black		
25	3	pieces	Staple Remover, plier type		
26	12	packs	Battery 3V CR2032 Lithium Cell		
27	1	pack	Battery LR 41 Button Cell 1 pad 10 pcs./pack		
28	1	piece	Wall Clock		
29	4	pieces	K3 thermometer rechargeable battery 18650, 3000mAh 3.7V		

-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)

