



**PHIGEPS**  
Philippine Government Electronic Procurement System

**Bid Notice Abstract**

**Request for Quotation (RFQ)**

**Reference Number:** 8440064  
**Procuring Entity:** NORTHWEST SAMAR STATE UNIVERSITY  
**Title:** Supply and Delivery of Office Supplies for University Library (PTD/2022-02-037)  
**Area of Delivery:** Samar

		Status	Active
<b>Solicitation Number:</b>	2022-02-037		
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 54,175.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	20 Days		
<b>Client Agency:</b>		<b>Date Published</b>	17/02/2022
<b>Contact Person:</b>	Jhenrose Savellino Bilate BAC Secretariat Rueda Extension Calbayog City Samar Philippines 6710 63-55-2093122 63-55-2093122 procurement@nwssu.edu.ph	<b>Last Updated / Time</b>	17/02/2022 00:00 AM
		<b>Closing Date / Time</b>	24/02/2022 09:00 AM

**Description**

PROCUREMENT OFFICE  
 Email: procurement@nwssu.edu.ph  
 Contact Number: 09173178126

REQUEST FOR PRICE QUOTATION  
 RFQ No. 2022-02-037  
 February 17, 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 54,175.00 under PR No. 2022-02-037
- Submit your quotation in a sealed envelope on or before February 24, 2022 @ 9:00 AM.
- Opening of RFQs is on February 24, 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% 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 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.
- 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 any time for unsatisfactory service.
- Request for quotation should be returned within 7 days from receipt hereof.

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

- 1 dozen Sign Pen, Gel Ink Pen, 0.5mm
- 2 pcs. External 2TB USB 3.0
- 2 pcs. Air Freshener
- 4 gal. Alcohol, Ethyl, gal.
- 2 bots. Anti-bacterial Liquid Hand Soap, 1 liter
- 2 boxes Ballpen, Black, 12pcs./box
- 2 pcs. Bathroom Deodorizer (paradichlorobenzene)
- 2 boxes Binder Clips, 51mm
- 2 gal. Bleach Liquid, 6 in 1 total clean
- 15 reams Bond Paper, A4
- 20 reams Bond Paper, Long
- 1 gal. Concentrate Disinfectant Liquid
- 3 pcs. Correction Tape, 25mm
- 12 pcs. Data File Box with closed ends and finger ring (5"x9"x15-31")
- 4 pcs. Deodorizers
- 2 kg Detergent Powder
- 4 bots. Dishwashing Liquid, 500ml
- 24 pcs. Disposable Garbage bag, big
- 29 pcs. Disposable Garbage bag, small
- 4 boxes Disposable Non-Woven, 3-ply with earloop Facemask
- 1 pcs. Extension Wire, 6 meters
- 4 pcs. Logbook, 300 pages
- 2 boxes Pencil No. 2, 12pcs./box
- 2 boxes Staple wire, #35
- 5 pads Sticky Note, 100 sheets/pad, pref. 4 tone color per pad, 2x3"
- 5 boxes Tissue Paper, 2-ply, 48rolls
- 90 pack vellum board
- 2 roll Acetate (Plastic Cover)
- 15 roll Tape, Transparent, 1"
- 2 reams Colored Paper, Neon, A4
- 8 pcs. File Data Box, magazine box, legal, maroon
- 2 pcs. Web camera, 720P HD
- 2 pcs. Broom (Bated)
- 1 set CCTV camera 4k 8ch SMP
- 4 pcs. Glue, 130g

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. PHIGEPS Registration No./Certificate



**PROCUREMENT OFFICE**

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

Contact Number: **09173178126**

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RFQ No. **2022-02-037**

February 17, 2022

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- Request for quotation should be returned within **7** days from receipt hereof.

Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	1	dozen	Sign Pen, Gel Ink Pen, 0.5mm		
2	2	pcs.	External 2TB USB 3.0		
3	2	pcs.	Air Freshener		
4	4	gal.	Alcohol, Ethyl, gal.		
5	2	bots.	Anti-bacterial Liquid Hand Soap, 1 liter		
6	2	boxes	Ballpen, Black, 12pcs./box		
7	2	pcs.	Bathroom Deodorizer (paradichlorobenzene)		
8	2	boxes	Binder Clips, 51mm		
9	2	gal.	Bleach Liquid, 5 in 1 total clean		
10	15	reams	Bond Paper, A4		
11	20	reams	Bond Paper, Long		
12	1	gal.	Concentrate Disinfectant Liquid		
13	3	pcs.	Correction Tape, 25mm		
14	12	pcs.	Data File Box with closed ends and finger ring (5"x9"x15-34")		
15	4	pcs.	Deodorizers		
16	2	kg	Detergent Powder		
17	4	bots.	Dishwashing Liquid, 500ml		
18	24	pcs.	Disposable Garbage bag, big		
19	29	pcs.	Disposable Garbage bag, small		
20	4	boxes	Disposable Non-Woven, 3-ply with earloop Facemask		
21	1	pcs.	Extension Wire, 6 meters		
22	4	pcs.	Logbook, 300 pages		
23	2	boxes	Pencil No. 2, 12pcs./box		
24	2	boxes	Staple wire, #35		
25	5	pads	Sticky Note, 100 sheets/pad, pref. 4 tone color per pad, 2x3"		
26	5	boxes	Tissue Paper, 2-ply, 48rolls		
27	90	pack	Vellum Board		
28	2	roll	Acetate (Plastic Cover)		
29	15	roll	Tape, Transparent, 1"		
30	2	reams	Colored Paper, Neon, A4		
31	8	pcs.	File Data Box, magazine box, legal, maroon		
32	2	pcs.	Web camera, 720P HD		
33	2	pcs.	Broom (Batad)		
34	1	set	CCTV camera 4k 8ch 5MP		
35	4	pcs.	Glue, 130g		
			Please submit the following documentary requirements:		
			1. Business/Mayor's Permit		
			2. PhilGEPS Registration No./Certificate		

Date

**RAMIL S. CATA MORA, 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)