



**PhilGEPS**

Philippine Government Electronic Procurement System

**Bid Notice Abstract**

**Request for Quotation (RFQ)**

**Reference Number:** 8514267  
**Procuring Entity:** NORTHWEST SAMAR STATE UNIVERSITY  
**Title:** Supply and Delivery of Office Supplies for SAS (2022-03-062)  
**Area of Delivery:** Samar

		Status	Active
<b>Solicitation Number:</b>	2022-03-062		
<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>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 85,900.00	<b>Date Published</b>	11/03/2022
<b>Delivery Period:</b>	20 Day/s	<b>Last Updated / Time</b>	11/03/2022 09:00 AM
<b>Client Agency:</b>		<b>Closing Date / Time</b>	14/03/2022 09:00 AM
<b>Contact Person:</b>	Jhenrose Savellino Billate Procurement Staff 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  
 Contact Number: 09173178126

REQUEST FOR PRICE QUOTATION  
 RFQ No. 2022-03-062  
 March 11, 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 85,900.00 under PK No. 2022-03-062
- Submit your quotation in a sealed envelop on or before March 14, 2022 @ 9:00 AM.
- Opening of RFQs is on March 14, 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 may be 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

- 10 gallon Alcohol, Ethyl, Rubbing 70%
- 50 ream Bond Paper (Long), 80 GSM
- 20 ream Bond Paper (Short), 80 GSM
- 40 ream Bond Paper (A4), 80 GSM
- 5 box Mailing Envelope
- 15 box Face Mask
- 24 bottle Epson Ink 003 (black)
- 1 ream Folder (Long)
- 1 ream Folder (Short)
- 6 box Ballpoint (black)
- 1 unit Tornado Mop
- 12 pcs Ring Binder, 1"
- 12 roll Masking Tape (2 Inch)
- 5 boxes Sign Pen (Gel-ink 0.5), (black)
- 12 pcs Correction Tape
- 3 box Pencil No. 2
- 2 box Permanent Marker
- 3 box White board marker
- 12 pcs Dishwashing liquid, 500ml
- 7 pack Toilet Paper (Tissue)
- 10 pack Trash bag
- 12 pcs Bathroom Deodorizer
- 12 pcs Air Freshener
- 5 pcs Toilet bowl cleaner
- 12 pcs Mosquito killer, Aerosol type

Date  
 (Sgri.) RAMIL S. CATANORA, 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.:

Conveyed 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:** 10/03/2022

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



## PROCUREMENT OFFICE

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

Contact Number: **09173178126**

### REQUEST FOR PRICE QUOTATION

RFQ No. **2022-03-062**

March 11, 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 85,900.00** under PR No. **2022-03-062**
  2. Submit your quotation in a sealed envelop on or before **March 14, 2022** @ 9:00 AM.
  3. Opening of RFQs is on **March 14, 2022** @ 10:00 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.
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- Please observe the Revised IRR of RA 9184.
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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	10	gallon	Alcohol, Ethyl, Rubbing 70%		
2	50	ream	Bond Paper (Long), 80 GSM		
3	20	ream	Bond Paper (Short), 80 GSM		
4	40	ream	Bond Paper (A4), 80 GSM		
5	5	box	Mailing Envelope		
6	15	box	Face Mask		
7	24	bottle	Epson Ink 003 (black)		
8	1	ream	Folder (Long)		
9	1	ream	Folder (Short)		
10	6	box	Balpen (black)		
11	1	unit	Tornado Mop		
12	12	pcs	Ring Binder, 1"		
13	12	roll	Masking Tape (2 inch)		
14	5	boxes	Sign Pen (Gel-ink 0.5), (black)		
15	12	pcs	Correction Tape		
16	3	box	Pencil No. 2		
17	2	box	Permanent Marker		
18	3	box	White board marker		
19	12	pcs	Dishwashing liquid, 500ml		
20	7	pack	Toilet Paper (Tissue)		
21	10	pack	Trash bag		
22	12	pcs	Bathroom Deodorizer		
23	12	pcs	Air Freshener		
24	5	pcs	Toilet bowl cleaner		
25	12	pcs	Mosquito killer, Aerosol type		
Please submit the following documentary requirements:					
			1. Business/Mayor's Permit		
			2. PhilGEPS Registration No./Certificate		

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)