



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8634583  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply and Delivery of Office Supplies for Extension Services - 2nd Quarter (GAA/2022-04-162)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2022-04-162	<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>	29/04/2022
<b>Approved Budget for the Contract:</b>	PHP 113,840.00	<b>Last Updated / Time</b>	29/04/2022 00:00 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	02/05/2022 09:00 AM
<b>Client Agency:</b>			
<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. 2022-04-162  
 April 29, 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 113,840.00 under PR No. 2022-04-162
2. Submit your quotation in a sealed envelope on or before May 2, 2022 @ 9:00 AM.
3. Opening of RFQs is on May 2, 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.
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 15 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 3 days from receipt hereof.

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

1. 2 units Aluminum Mobile Sink
2. 2 sets Industrial Size Garbage Can Set of 3 (Biodegradable, Nonbiodegradable, Toxic)
3. 100 pcs Garbage Bag, XXXL
4. 1 roll Thick Plastic Cover, 90cm x 120cm
5. 30 pack Printable Label Sticker, A4
6. 8 units Electric Stand Fan
7. 2 units Calculator, 12 digits, 2 way power
8. 1 pc Multimedia 2,1 Speaker z213 for PC
9. 1 pc WhiteBoard (4x3ft)
10. 10 boxes Staple wire #35
11. 1 pc Stapler, Heavy Duty
12. 50 pcs Filing Box (legal size, Landscape, black)
13. 10 pcs File Storage Box, Large size
14. 5 boxes Pencil #2 (12 pcs/box)
15. 20 pcs Tape, Double Sided, 48mm
16. 2 reams Folder, Long, 14 pts., white, 100's/ream
17. 2 reams Folder, short, 14 pts., white, 100's/ream
18. 5 packs Tissue Paper, 3-ply, 12 roll/pack
19. 1 pc Headset
20. 60 pcs Envelope, Long, Plastic
21. 3 pcs Toner, MP 2014
22. 40 pcs Arch File, Legal Size
23. 12 pcs Signpen, Black
24. 3 pcs Expandable folder
25. 5 pcs Clearbook

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** 28/04/2022

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**PROCUREMENT OFFICE**

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

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2	2	sets	Industrial Size Garbage Can Set of 3 (Biodegradable, Nonbiodegradable, Toxic)		
3	100	pcs	Garbage Bag, XXXL		
4	1	roll	Thick Plastic Cover, 90cm x 120cm		
5	30	pack	Printable Label Sticker, A4		
6	8	units	Electric Stand Fan		
7	2	units	Calculator, 12 digits, 2 way power		
8	1	pc	Multimedia 2.1 Speaker z213 for PC		
9	1	pc	WhiteBoard (4x3ft)		
10	10	boxes	Staple wire #35		
11	1	pc	Stapler, Heavy Duty		
12	50	pcs	Filing Box (legal size, Landscape, black)		
13	10	pcs	File Storage Box, Large size		
14	5	boxes	Pencil #2 (12 pcs/box)		
15	20	pcs	Tape, Double Sided, 48mm		
16	2	reams	Folder, Long, 14 pts., white, 100's/ream		
17	2	reams	Folder, short, 14 pts., white, 100's/ream		
18	5	packs	Tissue Paper, 3-ply, 12 roll/pack		
19	1	pc	Headset		
20	60	pcs	Envelope, Long, Plastic		
21	3	pcs	Toner, MP 2014		
22	40	pcs	Arch File, Legal Size		
23	12	pcs	Signpen, Black		
24	3	pcs	Expandable Folder		
25	5	pcs	Clearbook		
Please submit the following documentary requirements:					
1. Business/Mayor's Permit					
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 Contact No.: \_\_\_\_\_

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

Canvassed by: \_\_\_\_\_  
 (Signature Over Printed Name)