



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8771843
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Office Supplies (FID/2022-06-229)
Area of Delivery Samar

Solicitation Number:	2022-06-220	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Office Supplies and Devices	Date Published	21/06/2022
Approved Budget for the Contract:	PHP 200,000.00	Last Updated / Time	21/06/2022 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	28/06/2022 09:00 AM
Client Agency:			
Contact Person:	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. 2022-06-229
June 21, 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 200,000.00 under PR No. 2022-06-229
- Submit your quotation in a sealed envelop on or before June 28, 2022 @ 9:00 AM,
- Opening of RFQs is on June 28, 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 30 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.
- POB-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 7 days from receipt hereof.

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

- 60 ream Bond paper substance 24, 80 GSM, letter
- 20 ream Bond paper substance 24, 80 GSM, 8.5"x13"
- 100 pack Photo Paper, 20 pcs/pack Double sided, 210 GSM
- 500 pc White Long Legal Envelope
- 500 pc White Envelope Short
- 300 pc Arch File Folder can fit A4 and Long bond paper, green or orange color
- 20 box Comb Binder Ring, 100 pc/box plastic coil loose leaf, can accommodate A4 and legal paper
- 100 pack Sticker Paper, 100 pc/pack matte paper, A4 size, 150 GSM
- 20 pc Staple Wire Remover anti rust steel body
- 1000 pc Document Long Brown Envelope
- 20 pc White Glue, 130 grams
- 20 pc Office Paste, Waterwell with spreader 200 grams
- 20 bot Stamp Pad Ink, Black, 30 mL
- 5 pc Tape Dispenser can fit 1" to 3" tapes up to 24 mm wide
- 100 pc Masking Tape, 1"
- 100 pc Clear Tape, 1" x 50 m
- 20 box Ballpoint Pen, Black, 12 pcs/box
- 20 box Ballpoint Pen, Red, 12 pcs/box
- 100 pc Sign Pen Gel Type, 0.5 mm, Black
- 50 pc Double Sided Tape, 1"
- 100 pc Correction Tape, 12 m
- 10 bot Muriatic Acid, 500 mL
- 20 pc Dish washing Paste, 400 grams
- 10 pc Double Sided Dishwashing Sponge
- 30 pc Air Freshener, Aerosol, Floral Scent, 330 mL
- 46 pc Bathroom Tissue, 3 ply
- 600 pc Folder, Brown, Long
- 4 pc Floor Mop, Rotating Head with Bucket
- 4 pc Paper Puncher, Large
- 4 pc Stapler for 26/6 wire size, heavy duty
- 10 box Staple Wire, size 26/6, 1000 pcs/box
- 200 pc Binder Clips, Metal, 41 mm
- 30 pc Whiteboard Marker, Black
- 30 pc Desk File Organizer, 4 section, Plastic
- 2 pc Laminating Machine, Hot and Cold, up to 125 micron film
- 400 pcs Laminating Film, 125 micron, A4
- 4 set Broom with Dustpan, plastic
- 40 pack Linen Paper, A4, 235 GSM, 20 pc/pack
- 4 set Cork Board with Frame, 450mm x 600 mm
- 6 pc White Board with Aluminum Frame, 3 feet x 4 feet
- 10 pc Record Book, 500 pages

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.:

Carvassed by:
(Signature Over Printed Name)

Other Information

Please submit the following documentary requirements:

- Business/Mayor's Permit
- PHIIGEPS Registration No./Certificate

Created by Jhenrose Savellino Billate

Date Created 20/06/2022



PROCUREMENT OFFICE

Email: procurement@nwssu.edu.ph

Contact Number: **09173178126**

REQUEST FOR PRICE QUOTATION

RFQ No. **2022-06-229**

June 21, 2022

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
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3	100	pack	Photo Paper, 20 pcs/pack Double sided, 210 GSM		
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14	5	pc	Tape Dispenser can fit 1" to 3" tapes up to 24 mm wide		
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16	100	pc	Clear Tape, 1" x 50 m		
17	20	box	Ballpoint Pen, Black, 12 pcs/box		
18	20	box	Ballpoint Pen, Red, 12 pcs/box		
19	100	pc	Sign Pen Gel Type, 0.5 mm, Black		
20	50	pc	Double Sided Tape, 1"		

-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)

