



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 8799688
Procuring Entity: NORTHWEST SAMAR STATE UNIVERSITY
Title: Supply and Delivery of Office Supplies for Student Publication (2022-06-247)
Area of Delivery: Samar

Solicitation Number:	2022-06-247	Status:	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components:	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. S2.1.b)	Bid Supplements:	0
Classification:	Goods	Document Request List:	0
Category:	Office Supplies and Devices	Date Published:	01/07/2022
Approved Budget for the Contract:	PHP 177,250.00	Last Updated / Time:	01/07/2022 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time:	08/07/2022 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. 2022-06-247
July 1, 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 177,250.00 under PR No. 2022-06-247
- Submit your quotation in a sealed envelope on or before July 8, 2021 @ 9:00 AM.
- Opening of RFQs is on July 8, 2021 @ 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 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 7 days from receipt hereof.

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

- 8 bot Air Freshener, Spray, 300ml
- 5 gal Alcohol, Gal
- 3 box Ball point pen, 0.5mm, 25 pcs/box
- 5 ream Bond Paper, A3, Substance 20
- 15 ream Bond Paper, A4, Substance 20
- 25 ream Bond Paper, Long, Substance 20
- 15 ream Bond Paper, Short, Substance 20
- 100 pc Envelope, Brown, Long
- 100 pc Envelope, Brown, Short
- 9 set Curtains, 3 in 1 set, Gray
- 5 pc Dishwashing Liquid, 500ml
- 20 box Face Mask
- 3 pc Feather Dust, Microfiber
- 300 pc Folder, white, Long
- 15 pc Correction Tape
- 2 pc Map, Tornado
- 8 pc Paper Tape, 2", 100m
- 2 pc Pencil, 12 pcs/box
- 2 pc Tarpaulin
- Organizational chart (2x3)
- NwSSU Mission, Vision and Quality Policy (2x3)
- 40 roll Tissue Paper, 2-ply
- 6 pc Trash Bin, 5L Trash Cans with Swing Cover
- 1 pc Water Dispenser (Bottom Load water Dispenser, Hot and Cold High Efficiency Compressor Cooling High-Power Stainless-Steel Water Tank with Double Safety Device for Overheat with Child lock)
- 3 pc Window Cleaner
- 24 sheet Special Paper, A4, for Certificate
- 24 sheet Special Paper, long, for Certificate
- 24 sheet Special Paper, short, for Certificate
- 15 pc Glass Frame for Certificate, A4
- 5 pack Photo Paper, Glossy, A4
- 1 pc Air Purifier with Carbon & HEPA filter
- 2 pc Stapler, Heavy Duty, PS-123
- 2 pc Stapler, Standard
- 5 pc Scissors
- 1 pc Wall Clock
- 50 pc Expanding Envelope, Long, Assorted Color
- 10 pc Arch File, Long, Portrait, Black
- 14 unit Ink, Epson L3210 (4-Black, 4-Yellow, 3-Magenta, 3-Cyan)
- 3 pc Toner, ineo zzo
- 2 pc Computer Desk
- 2 pc Computer Chair
- 30 pc Bathroom Deodorizer
- 1 doz Doormat
- 2 pc HDMI Cable
- 2 pc Paper Tray, Long, 3 layer metal
- 3 liter Toilet Disinfectant
- 2 gal Glass Cleaner
- 1 set Paper Shredder
- 10 pack Vellum Paper, Long
- 10 pack Vellum Paper, Short
- 1 pc Movable White Board (4x8 ft whiteboard magnetic/ordinary with stand, roller and stopper)
- 2 pc Humidifier (Aromas Diffuser ultrasonic air humidifier)
- 10 bot. Essential Oil (for Humidifier)
- 2 unit Basic Calculator
- 10 pc Desktop File Organizer Box Frosted Plastic Holder
- 15 pc Spiral Notebook
- 12 pc Desk Drawer Pen Organizer
- 2 pc Flash drive, 32gb
- 1 pc External SSD Hard Drive, 1TB
- 1 unit Robotic Vacuum Intelligent Sweeping, Robot Large Suction Household Sweeping, Robot Vacuum Cleaner
- 6 box Paper Clip, Small

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



PROCUREMENT OFFICE

Email: procurement@nwssu.edu.ph

Contact Number: **09173178126**

REQUEST FOR PRICE QUOTATION

RFQ No. **2022-06-247**

July 1, 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	8	bot	Air Freshener, Spray, 300ml		
2	5	gal	Alcohol, Gal		
3	3	box	Ball point pen, 0.5mm, 25 pcs/box		
4	5	ream	Bond Paper, A3, Substance 20		
5	15	ream	Bond Paper, A4, Substance 20		
6	25	ream	Bond Paper, Long, Substance 20		
7	15	ream	Bond Paper, Short, Substance 20		
8	100	pc	Envelope, Brown, Long		
9	100	pc	Envelope, Brown, Short		
10	9	set	Curtains, 3 in 1 set, Gray		
11	5	pc	Dishwashing Liquid, 500ml		
12	20	box	Face Mask		
13	3	pc	Feather Dust, Microfiber		
14	300	pc	Folder, white, Long		
15	15	pc	Correction Tape		
16	2	pc	Mop, Tornado		
17	8	pc	Paper Tape, 2", 100m		
18	2	pc	Pencil, 12 pcs/box		
19	2	pc	Tarpaulin		
			a. Organizational chart (2x3)		
			b. NwSSU Mission, Vision and Quality Policy (2x3)		
20	40	roll	Tissue Paper, 2-ply		
21	6	pc	Trash Bin, 5L Trash Cans with Swing Cover		
22	1	pc	Water Dispenser (Bottom Load water Dispenser, Hot and Cold High Efficiency Compressor Cooling High-Power Stainless-Steel Water Tank with Double Safety Device for Overheat with Child lock)		
23	3	pc	Window Cleaner		
24	24	sheet	Special Paper, A4, for Certificate		
25	24	sheet	Special Paper, long, for Certificate		
26	24	sheet	Special Paper, short, for Certificate		
27	15	pc	Glass Frame for Certificate, A4		
28	5	pack	Photo Paper, Glossy, A4		
29	1	pc	Air Purifier with Carbon & HEPA filter		
30	2	pc	Stapler, Heavy Duty, PS-123		

-page 1 of 2-

Date

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:

RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

(Signature Over Printed Name)

