



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8828862  
**Procuring Entity** NORTHWEST SAMAR STATE UNIVERSITY  
**Title** Supply and Delivery of Consolidated Office Supplies for 3rd Quarter - San Jorge Campus (2022-07-256)  
**Area of Delivery** Samar

<b>Solicitation Number:</b>	2022-07-256	<b>Status</b>	<b>Active</b>
<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>	13/07/2022
<b>Approved Budget for the Contract:</b>	PHP 67,485.00	<b>Last Updated / Time</b>	13/07/2022 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	20/07/2022 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. 2022-07-256  
 July 13, 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 67,485.00 under PR No. 2022-07-256
- Submit your quotation in a sealed envelop on or before July 20, 2021 @ 9:00 AM.
- Opening of RFQs is on July 20, 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 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 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:

- 10 bundle Ring Binder, plastic, 32 mm, 84 rings
- 10 pcs. Correction Tape
- 10 pad Sticky Notes, 3 x 3 (100 sheets per pad)
- 1 pc White Board, 4 x 5 ft
- 10 pcs. White Board Marker, Black
- 10 pcs. White Board Marker, Blue
- 10 pcs. White Board Marker, red
- 50 pcs. Envelope, Plastic, Long
- 5 pcs. Tape, Double Sided, 1" width
- 5 pack Special Paper for Certificate, A4
- 50 reams Bond Paper, A4, Substance 20, 70 GSM
- 30 reams Bond Paper, Legal, Substance 20, 70 GSM
- 20 pcs. Sign Pen, Black
- 20 pcs. Sign Pen, Blue
- 20 pcs. Sign Pen, red
- 10 piece Heavy Duty Storage Box, LxWxH (16" x 11.5" x 11.5")
- 2 liters Universal Dye Ink for EPSON, CYAN
- 2 liters Universal Dye Ink for EPSON, MAGENTA
- 2 liters Universal Dye Ink for EPSON, YELLOW
- 5 liters Universal Dye Ink for EPSON, BLACK
- 1 pc External Drive, 2 TB
- 10 pcs. Flashdrive, USB 3.0
- 6 cards Load Card @300

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:
- Business/Mayor's Permit
  - PhilGEPS Registration No./Certificate

**Created by** Jhenrose Savellino Billate  
**Date Created** 12/07/2022

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