



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 9013500
Procuring Entity: NORTHWEST SAMAR STATE UNIVERSITY
Title: Supply and Delivery of Office Supplies for COED and COM (2022-09-363)
Area of Delivery: Samar

Solicitation Number:	2022-09-363	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	0
Category:	Office Supplies and Devices	Date Published	14/09/2022
Approved Budget for the Contract:	PHP 332,066.48	Last Updated / Time	14/09/2022 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	21/09/2022 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. 2022-09-363
 September 14, 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) of Item 3 is P 332,066.48 under PR No. 2022-09-363
- Submit your quotation in a sealed envelop on or before September 21, 2022 @ 9:00 AM.
- Opening of RFQs is on September 21, 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%.
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- 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

- 5 packs Battery Size AA
- 5 packs Battery Size AAA, Rechargeable
- 10 reams Bond Paper, A4 size, 80gsm
- 10 reams Bond Paper, A3 size, 80gsm
- 10 reams Bond Paper, Legal size, 80gsm
- 10 reams Bond Paper, Short size, 80gsm
- 10 pcs Doormat (Foot Rug) Cloth
- 2 units Electric Stand Fan (Tall) "18"
- 5 sets First Aid Kit
- 1 unit Graphing Calculator
- 14 pcs Office Curtain (Light Blue Color), Height: 2.5m
- 1 pcs Paper Cutter Board
- 5 packs Photopaper, A4 (Glossy), 10pcs/pack
- 5 packs Special Paper, Short, for Certificates
- 5 packs Special Paper for Certificates, A4 Thick, (Beige/Light, Yellow/Light, Brown) 20pcs/Pack
- 5 pads Sticky Note, 100 sheets/pad, pref. 4 tone color per pad, 2x3 inches
- 3 pcs Wall Clock
- 1 unit Storage/Display Cabinet Size: H180 x D40 x W90cm Adjustable Shelves and Key lock (See attached sample picture for reference)
- 10 gallons Alcohol
- 100 boxes Face Mask, box of 100
- 2 prs Alex Type Scissors 5.5" 6.5" 8", Stainless Steel
- 100 reams Bond Paper, Legal size, 70gsm
- 100 reams Bond Paper, Short size, 70gsm
- 100 reams Bond Paper, A4 size, 70gsm
- 50 pcs Correction Tape
- 5 pcs Staple Remover, Jaws
- 50 rolls Tissue/Toilet paper

28. 5 can Air Freshener, 400g/300g
29. 5 box Gel Sign Pen (Red)
30. 5 box Gel Sign Pen (Blue)
31. 5 boxes Gel Sign Pen (Black)
32. 10 packs Push Pins (Assorted)
33. 5 boxes Binder Clip, 25mm
34. 5 packs Brown Envelope, Long
35. 5 packs Brown Envelope, Short
36. 5 boxes Binder Clip, 32mm
37. 5 boxes Binder Clip, 41mm
38. 2 packs Sticky Note, 4.5x1.2cm
39. 2 packs Sticky Note, 4.1x4.6cm
40. 2 packs Sticky Note, 7.5x4.6cm
41. 10 packs Brown/White Folder, 100pcs/packs (A4 Size)
42. 10 packs Brown/White Folder, 100pcs/packs (Legal Size)
43. 10 pcs Tape, 2 inch (Transparent)
44. 10 pcs Tape, 1 inch (Transparent)
45. 10 rolls Tape, 6 rolls 100meters thick, Clear Packing Tape Rolls Pack Heavy Duty Packaging
46. 3 packs Highlighter, 70/6, 6pcs/pack, Red, Blue, Green
47. 5 books Record Book, Blue 300pages (smyth sewn)
48. 5 books Record Book, Red 500pages (smyth sewn)
49. 5 pcs Plastic Ruler 12"
50. 5 pcs Clipboard with cover, Blue/Black Color, A4 and Long Size with Pocket inside Durable
51. 51 liters Hand Sanitizer (Alcogel) with Moisturizer
52. 5 pcs Calculator Mx -12B Calculator's Heavy Duty MX12B 12 Digits 12 Digit - 1unit-Genuine and Original
53. 2 pcs Mop Refill Magic Mop with Bucket and 2 Mop Heads
54. 1 pcs Dust Mop, Pads refill
55. 1 pcs Glass Squeezer w/Spray
56. 2 pcs Ceiling Broom
57. 8 sets First Aid Kit Box/Medicine Cabinet with First Aid Supplies, 1 Set
58. 5 bottles Liquid Toilet Cleaner, 500ml
59. 5 pcs Toilet Brush, Set
60. 3 cans Aerosol Multi Insect Killer Maximum Killing Action, 600ml
61. 10 bottles Dishwashing Liquid, 250ML
62. 5 pcs Universal Socket Adaptor
63. 5 pcs Gas Lighter w /Refill
64. 10 pcs CR Deodorizer
65. 5 bottles Muriatic Acid, 1L
66. 5 pcs Comfort Room Signages
67. 3 pcs Soft Broom, Jumbo Size
68. 6 pcs Stainless Steel Shelf Rack, 5 Shelves
69. 6 pcs Rubber Gloves (L,M)
70. 14 pcs Electric Fan, Wall Type, Plastic Blade
71. 3 kilos Powder Detergents Per kilo
72. 100 pcs Ribbons (for type writer)
73. 1 gal Machine Oil (Gallon) For High Speed and Ordinary Machine
74. 2 pcs Stand fan

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: Canvassed by:

Position in Firm:

Business Address:

Contact No.: (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 13/09/2022

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PROCUREMENT OFFICE

Email: procurement@nwssu.edu.ph
 Contact Number: 09173178126

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	5	packs	Battery Size AA		
2	5	packs	Battery Size AAA, Rechargeable		
3	10	reams	Bond Paper, A4 size, 80gsm		
4	10	reams	Bond Paper, A3 size, 80gsm		
5	10	reams	Bond Paper, Legal size, 80gsm		
6	10	reams	Bond Paper, Short size, 80gsm		
7	10	pcs	Doormat (Foot Rug) Cloth		
8	2	units	Electric Stand Fan (Tall) "18"		
9	5	sets	First Aid Kit		
10	1	unit	Graphing Calculator		
11	14	pcs	Office Curtain (Light Blue Color), Height: 2.5m		
12	1	pcs	Paper Cutter Board		
13	5	packs	Photopaper, A4 (Glossy), 10pcs/pack		
14	5	packs	Special Paper, Short, for Certificates		
15	5	packs	Special Paper for Certificates, A4 Thick, (Beige/Light, Yellow/Light, Brown) 20pcs/Pack		
16	5	pads	Sticky Note, 100 sheets/pad, pref. 4 tone color per pad, 2x3 inches		
17	3	pcs	Wall Clock		
18	1	unit	Storage/Display Cabinet Size: H180 x D40 x W90cm Adjustable Shelves and Key lock (See attached sample picture for reference)		
19	10	gallons	Alcohol		
20	100	boxes	Face Mask, box of 100		
21	2	pcs	Alex Type Scissors 5.5" 6.5" 8", Stainless Steel		
22	100	reams	Bond Paper, Legal size, 70gsm		
23	100	reams	Bond Paper, Short size, 70gsm		
24	100	reams	Bond Paper, A4 size, 70gsm		
25	50	pcs	Correction Tape		
26	5	pcs	Staple Remover, Jaws		
27	50	rolls	Tissue/Toilet paper		
28	5	can	Air Freshener, 400g/300g		
29	5	box	Gel Sign Pen (Red)		
30	5	box	Gel Sign Pen (Blue)		

-page 1 of 3

Date _____

RAMIL S. CATAMORA, Ed.D.
 BAC Chairperson

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Signature Over Printed Name: _____
 Position in Firm: _____
 Business Address: _____
 Contact No.: _____

Canvassed by: _____

(Signature Over Printed Name)



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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
31	5	boxes	Gel Sign Pen (Black)		
32	10	packs	Push Pins (Assorted)		
33	5	boxes	Binder Clip, 25mm		
34	5	packs	Brown Envelope, Long		
35	5	packs	Brown Envelope, Short		
36	5	boxes	Binder Clip, 32mm		
37	5	boxes	Binder Clip, 41mm		
38	2	packs	Sticky Note, 4.5x1.2cm		
39	2	packs	Sticky Note, 4.1x4.6cm		
40	2	packs	Sticky Note, 7.5x4.6cm		
41	10	packs	Brown/White Folder, 100pcs/packs (A4 Size)		
42	10	packs	Brown/White Folder, 100pcs/packs (Legal Size)		
43	10	pcs	Tape, 2 inch (Transparent)		
44	10	pcs	Tape, 1 inch (Transparent)		
45	10	rolls	Tape, 6 rolls 100meters thick, Clear Packing Tape Rolls Pack Heavy Duty Packaging		
46	3	packs	Highlighter, 70/6, 6pcs/pack, Red, Blue, Green		
47	5	books	Record Book, Blue 300pages (Smyth sewn)		
48	5	books	Record Book, Red 500pages (Smyth sewn)		
49	5	pcs	Plastic Ruler 12"		
50	5	pcs	Clipboard with cover, Blue/Black Color, A4 and Long Size with Pocket inside Durable		
51	51	liters	Hand Sanitizer (Alcogel) with Moisturizer		
52	5	pcs	Calculator Mx -12B Calculators Heavy Duty MX12B 12 Digits 12 Digit - 1unit-Genuine and Original		
53	2	pcs	Mop Refill Magic Mop with Bucket and 2 Mop Heads		
54	1	pcs	Dust Mop, Pads refill		
55	1	pcs	Glass Squeezer w/Spray		
56	2	pcs	Ceiling Broom		
57	8	sets	First Aid Kit Box/Medicine Cabinet with First Aid Supplies, 1 Set		

page 2 of 3-

Date _____

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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
58	5	bottles	Liquid Toilet Cleaner, 500ml		
59	5	pcs	Toilet Brush, Set		
60	3	cans	Aerosol Multi Insect Killer Maximum Killing Action, 600ml		
61	10	bottles	Dishwashing Liquid, 250ML		
62	5	pcs	Universal Socket Adaptor		
63	5	pcs	Gas Lighter w /Refill		
64	10	pcs	CR Deodorizer		
65	5	bottles	Muriatic Acid, 1L		
66	5	pcs	Comfort Room Signages		
67	3	pcs	Soft Broom, Jumbo Size		
68	6	pcs	Stainless Steel Shelf Rack, 5 Shelves		
69	6	pcs	Rubber Gloves (L,M)		
70	14	pcs	Electric Fan, Wall Type, Plastic Blade		
71	3	kilos	Powder Detergents Per Kilo		
72	100	pcs	Ribbons (for type writer)		
73	1	gal	Machine Oil (Gallon) For High Speed and Ordinary Machine		
74	2	pcs	Stand fan		
			Please submit the following documentary requirements:		
			1. Business/Mayor's Permit		
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			page 3 of 3		

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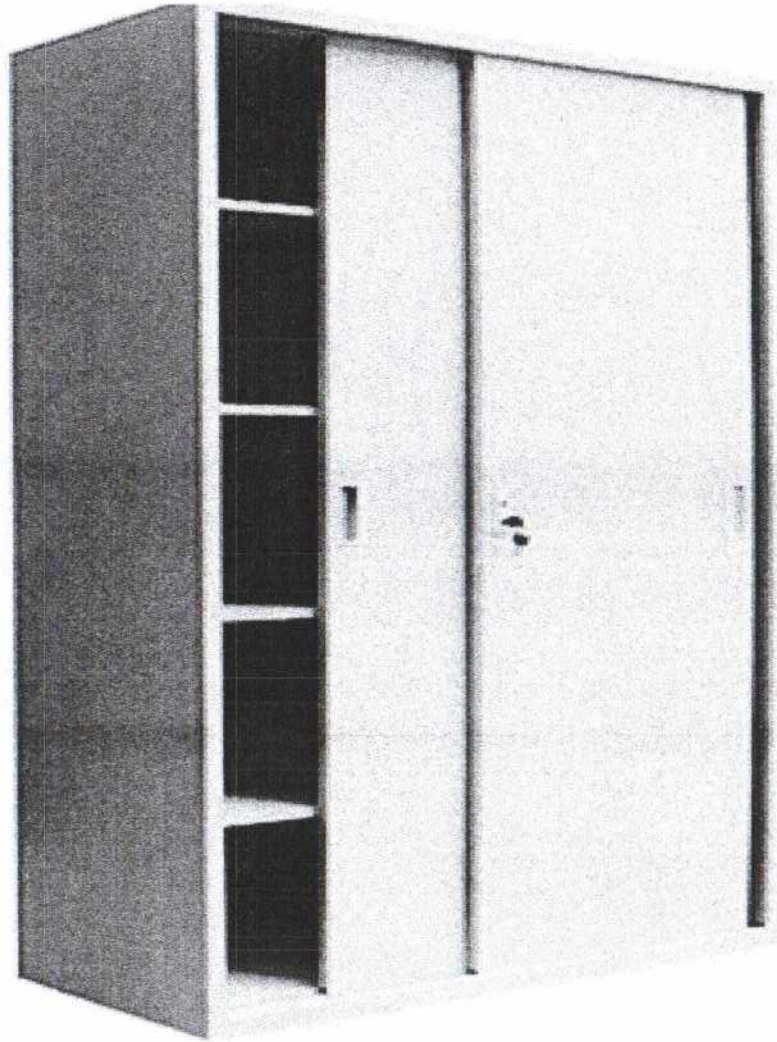
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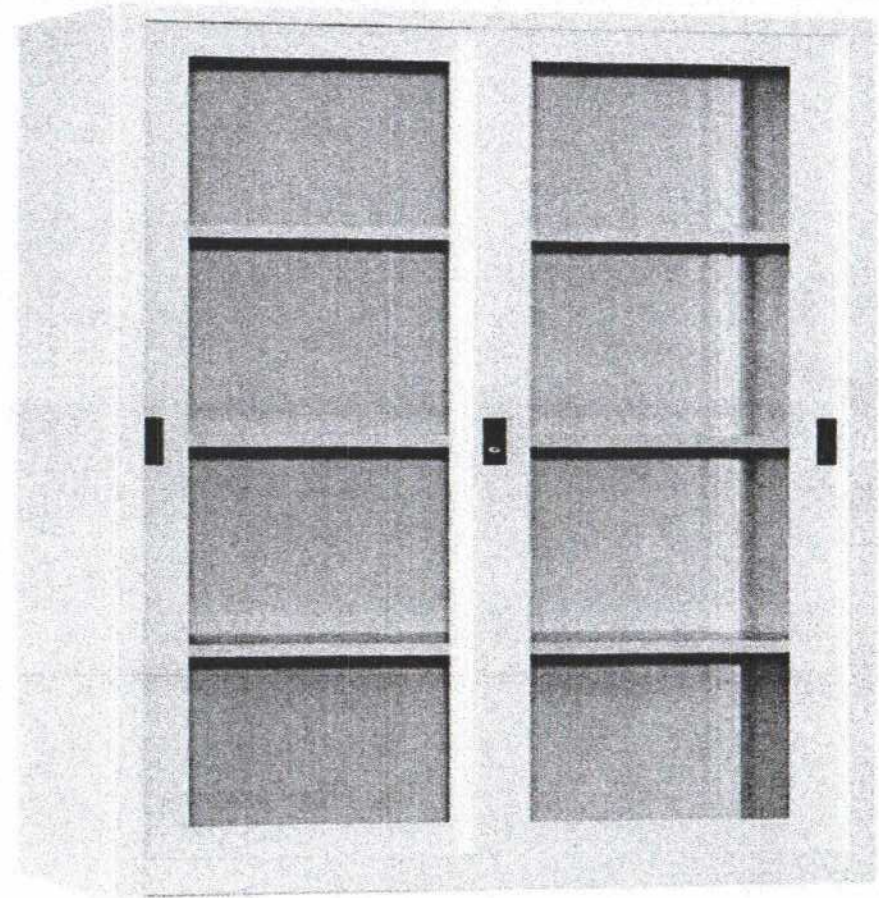
Canvassed by:

(Signature Over Printed Name)

SAMPLE 1



SAMPLE 2



NWSSU, CALBAYOG CITY
RECEIVED
BY: *[Signature]*
DATE: *8-10-22*