



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7806729
Procuring Entity NORTHWEST SAMAR STATE UNIVERSITY
Title Supply and Delivery of Supplies and Materials / Office Supplies for Budget office (STF/PR No. 2021-06-268)
Area of Delivery Samar

Solicitation Number:	2021-06-268	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	30/06/2021
Approved Budget for the Contract:	PHP 54,420.00	Last Updated / Time	30/06/2021 09:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	07/07/2021 09:00 AM
Client Agency:			
Contact Person:	Floriza Abayan Morlao BAC Secretariat Rueda Extension Calbayog City Samar Philippines 6710 63-55-2693122 63-55-2093122 florkizamariao@gmail.com		

Description

Republic of the Philippines
Northwest Samar State University
Rueda St., Calbayog City 6710
Website: <http://www.nwssu.edu.ph>
Email: main@nwssu.edu.ph
Telefax: (055) 2093657

PROCUREMENT OFFICE
Email: tonychavezbac1@yahoo.com.ph
TELEFAX: PLDT (055) 2093122

REQUEST FOR PRICE QUOTATION
RFQ NO. 2021-06-268
June 30, 2021

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 PHP 54,420.00 under PR No. 2021-06-268.
- Submit your quotation in a sealed envelop on or before July 7, 2021 at 9:00 AM in our office.
- Opening of RFQs is on July 7, 2021 at 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 or 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.
- FCB-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 reams Bond Paper, A4, 70gsm (substance 20)
- 50 reams Bond Paper, Legal, 70gsm (substance 20)
- 4 units Stapler, No. 35 Heavy Duty with staple remover
- 3 dozen Ballpen, 0.5mm Sign Pen Gel Ink Pen
- 20 pcs. Tape, Transparent, 2"
- 10 pcs. Tape, Packaging, 2"
- 10 pcs. Tape, Masking, 2"
- 4 pcs. Scissors, 170mm heavy duty
- 20 pcs. Note Pad, Sticky, 2 x 3.5"
- 4 Dozen Marker Pen, Permanent, Black
- 5 packs Toilet Tissue Paper, 3 ply, 12 rolls/pack
- 4 units Calculator, 12 digits, 2 way power
- 4 pcs. File Organizer, Steel, 4 layers, Legal size
- 24 pcs. Lever Arch File, 5mm, Landscape, Legal
- 1 unit Scratch Map, Tool Kit 360 2in1 Self-Wash Squeeze Dry with Flat Mop Bucket
- 2 pcs. Door Mat, Cotton, 2 x 3 ft. anti-slip rubber base
- 2 units Toilet Rack Organizer, 3 layers, stainless steel
- 1 piece Toilet Brush, Long Handle with Holder
- 2 pcs. Laundry Brush, nylon, multi-purpose
- 10 bottles Air Freshener, 300ml, floral scent
- 4 bottles Toilet Bowl Cleaner, ultra-thick bleach, 500ml

Please submit documentary requirements:

- Valid PhilGEPS Registration Certificate
- Business/Mayor's Permit

Date RAMIL S. CATAMORA, Et.C.

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)



Republic of the Philippines
Northwest Samar State University
 Rueda St., Calbayog City 6710
 Website: <http://www.nwssu.edu.ph>
 Email: main@nwssu.edu.ph
 Telefax: (055) 2093657



PROCUREMENT OFFICE
 Email: tonychavezbac1@yahoo.com.ph
 TELEFAX: PLDT (055) 2093122

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RFQ NO. 2021-06-268
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Item No.	Qty.	Unit	Articles/Description	Supplier's Offer (Complete Specifications and Brand Name)	Unit Price
1	50	reams	Bond Paper, A4, 70gsm (substance 20)		
2	50	reams	Bond Paper, Legal, 70gsm (substance 20)		
3	4	units	Stapler, No. 35 Heavy Duty with staple remover		
4	3	dozen	Ballpen, 0.5mm Sign Pen Gel Ink Pen		
5	20	pcs.	Tape, Transparent 2"		
6	10	pcs.	Tape, Packaging, 2"		
7	10	pcs.	Tape, Masking, 2"		
8	4	pcs.	Scissors, 170mm heavy duty		
9	20	pcs.	Note Pad, Sticky, 2 x 2.5"		
10	4	dozen	Marker Pen, Permanent, Black		
11	5	packs	Toilet Tissue Paper, 3 ply, 12 rolls/pack		
12	4	units	Calculator, 12 digits, 2 way power		
13	4	pcs.	File Organizer, Steel, 4 layers, Legal size		
14	24	pcs.	Lever Arch File, 5mm, Landscape, Legal		
15	1	unit	Scratch Mop, Tool Kit 360 2in1 Self-Wash Squeeze Dry with Flat Mop Bucket		
16	2	pcs.	Door Mat, Cotton, 2 x 3 ft, anti-slip rubber base		
17	2	units	Toilet Rack Organizer, 3 layers, stainless steel		
18	1	piece	Toilet Brush, Long Handle with Holder		
19	2	pcs.	Laundry Brush, nylon, multi-purpose		
20	10	bottles	Air Freshener, 300ml, floral scent		
21	4	bottles	Toilet Bowl Cleaner, ultra-thick bleach, 500ml		
			Please submit documentary requirements: 1. Valid PhilGEPS Registration Certificate 2. Business/Mayor's Permit		

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)