



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11940560  
**Procuring Entity** NEGROS ORIENTAL STATE UNIVERSITY  
**Title** Printing Services (RFQ0193)  
**Area of Delivery** Negros Oriental

<b>Solicitation Number:</b>	RFQ0193	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment		
<b>Approved Budget for the Contract:</b>	PHP 123,050.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	03/04/2025
<b>Contact Person:</b>	Jose Alcantara Clarion, Jr. Staff Kagawasan Avenue, Dumaguete City Negros Oriental Philippines 6200 63-35-5225050  joseclarion@norsu.edu.ph	<b>Last Updated / Time</b>	03/04/2025 00:00 AM
		<b>Closing Date / Time</b>	07/04/2025 17:00 PM

#### Description

Please see the attached file.

Note: If you have any inquiries, please call 035522-5050 local 1123 or email bacsecretariatmain.tracing@norsu.edu.ph or bacsecretariatmain.canvassing@norsu.edu.ph. Thank You.

**Created by** Jose Alcantara Clarion, Jr.  
**Date Created** 02/04/2025

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RA 9299

Republic of the Philippines  
**NEGROS ORIENTAL STATE UNIVERSITY**  
NOPS (1907) NOTS (1927) EVSAT (1968) CVPC (1983)

June 25, 2004

Kagawasan Avenue, Dumaguete City, Negros Oriental, Philippines 6200  
Phone: (63) (35) 225-9400 Fax: 225-4751 Email: president.office@norsu.edu.ph www.norsu.edu.phItem Type:  
Type of Canvass:Printing Supplies  
SHOPPING**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION (RFQ)**

Office/End User: ILDEFE T. VILLANUEVA, DBA

RFQ No: 0193

PR No. &amp; Date: 2025-03-0193/ 03-31-25

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No: \_\_\_\_\_  
Sir/Madam: \_\_\_\_\_TIN: \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_

Please quote your price for the items specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS FOR NOT AVAILABLE IN PSDBM**

- 1) All entries must be typewritten or legibly written.
- 2) Bidders may quote for any or all item(s).
- 3) Delivery **within 45 calendar days**, upon receipt of the approved Purchase Order (PO).
- 4) Price validity shall be for a period of 120 calendar days from the date of opening.
- 5) Terms of Payment:
  - ☒ Option 1: One-time Payment shall be processed after delivery and upon the submission of the required supporting documents in accordance with budgeting, accounting, auditing laws, rules, and regulations.
  - ☐ Option 2: Monthly payment shall be processed upon the submission of the required supporting documents in accordance with budgeting, accounting, auditing laws, rules, and regulations.
- Warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of
- 6) Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies, if applicable.
- 7) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay pursuant to Section 71.1.4 of IRR RA 12009.
- 8) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.
- 9) The Approved Budget for the Contract is Php **123,050.00**
- 10) Quotations exceeding the Approved Budget for the Contract shall be disqualified.

GERAW *[Signature]*  
Canvasser*[Signature]*  
**MERIVIC G. CATADA, Ph.D.**  
BAC Chairperson

Stock No.	Qty	Unit	Particulars	ABC (Approved Budget for the Contract)	BRAND NAME PRODUCT	BID PRICE	
						UNIT PRICE	TOTAL AMOUNT
1	85	bottle	Ink Cart, Black * # 003, for L3210 * 65 ml	29,750.00			
2	50	bottle	Ink Cart, Cyan * # 003, for L3210 * 65 ml	17,500.00			
3	50	bottle	Ink Cart, Magenta * # 003, for L3210 * 65 ml	17,500.00			
4	50	bottle	Ink Cart, Yellow * # 003, for L3210 * 65 ml	17,500.00			
5	136	ream	Paper, Multicopy * 80 gsm * Size: 219 mmx 330 mm * Legal	40,800.00			
			<b>TOTAL</b>	<b>123,050.00</b>			

\*Note: The above quoted prices are inclusive of all costs and applicable taxes.

The Bidder may provide copy of product picture, brochure, specifications, and the like.

Please fill-out this portion legibly and completely:

Signature over Printed Name

of Authorized Representative: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_



Telephone No.: \_\_\_\_\_

**To be filled out by the Canvasser**

**Attachments submitted by the Bidder:**

<input type="checkbox"/>	With Mayor's/Business Permit(VALID, if expired provide OR)
<input type="checkbox"/>	With Omnibus Sworn Statement (if ABC is above P50,000.00)
<input type="checkbox"/>	With ITR (if ABC is above P500,000.00)
<input type="checkbox"/>	With PhilGeps Certificate(VALID, if expired provide OR)

**Attested by:**

**Date:**


**Certified Correct**

\_\_\_\_\_  
REYMIL T. CADAPAN, MBA  
BAC Secretariat

**NOTE: FAILURE TO SUBMIT REQUIRED ATTACHMENTS MAY RESULT TO DISQUALIFICATION**