



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11942589
Procuring Entity NEGROS ORIENTAL STATE UNIVERSITY
Title Print Cartridge (RFQ0202)
Area of Delivery Negros Oriental

Solicitation Number:	RFQ0202	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Printing Supplies		
Approved Budget for the Contract:	PHP 60,000.00	Document Request List	1
Delivery Period:			
Client Agency:		Date Published	04/04/2025
Contact Person:	Jose Alcantara Clarion, Jr. Staff Kagawasan Avenue, Dumaguete City Negros Oriental Philippines 6200 63-35-5225050 joseclarion@norsu.edu.ph	Last Updated / Time	04/04/2025 00:00 AM
		Closing Date / Time	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 03/04/2025

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RA 9299 Republic of the Philippines June 25, 2004
NEGROS ORIENTAL STATE UNIVERSITY
NOPS (1907) NOTS (1927) EVSAT (1968) CVPC (1983)
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.ph

Item Type: Print Cartridge
Type of Canvasser: SHOPPING



**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION (RFQ)**

Office/End User: RENE BOY A. CATUBIG, CPA, MBA

RFQ No: 0202
PR No. & Date: 2025-03-0202/ 04-02-25

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.
- 6) Warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of 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 60,000.00
- 10) Quotations exceeding the Approved Budget for the Contract shall be disqualified.

Canvasser

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	1	box	RICOH Print Cartridge IM C2510 (47009601, Black)	15,000.00			
2	1	box	RICOH Print Cartridge IM C2510 (47017201, Yellow)	15,000.00			
3	1	box	RICOH Print Cartridge IM C2510 (47014201, Cyan)	15,000.00			
4	1	box	RICOH Print Cartridge IM C2510 (47014101, Magenta)	15,000.00			
			TOTAL	60,000.00			

*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:

- ☐ With Mayor's/Business Permit (VALID, if expired provide OR)
☐ With Omnibus Sworn Statement (if ABC is above P50,000.00)
☐ With ITR (if ABC is above P500,000.00)
☐ 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