



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12006168  
**Procuring Entity** NEGROS ORIENTAL STATE UNIVERSITY  
**Title** Academic Toga (RFQ0264)  
**Area of Delivery** Negros Oriental

<b>Solicitation Number:</b>	RFQ0264	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	3
<b>Category:</b>	Garments	<b>Date Published</b>	03/05/2025
<b>Approved Budget for the Contract:</b>	PHP 230,000.00	<b>Last Updated / Time</b>	03/05/2025 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	06/05/2025 12:00 PM
<b>Client Agency:</b>			
<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>Description</b>  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** 02/05/2025

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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.phItem Type: Academic Toga  
Type of Canvass: SVP**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION (RFQ)**

Office/End User: GLENN D. LUMJOD

RFQ No: 0264

PR No. &amp; Date: 2025-04-0264/ 04-29-25

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) Needed before **June 01, 2025**, 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 **230,000.00**
- 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	250	set	<b>ACADEMIC TOGA SET</b>  Set includes the following: a. Academic Gown, black (100pcs Medium, 100pcs Large Size, 50 pcs Extra Large Size) b. Academic Cap, mortarboard, black, hard/sturdy board, standard size that fits head measurement of 18"-23" with tassel c. Academic Hoods, Silk cloth combination of black and discipline color (15 pcs Maroon, 55 pcs gold, 50 pcs yellow, 20 pcs salmon pink/peach, 15 pcs mint green, 15 pcs rusty brown, 30 pcs orange, 25 pcs purple, 25 pcs red).	200,000.00			
2	150	pcs	<b>Academic Cap, black, hard/sturdy board, with tassel</b>  <b>Note:</b> 1. Sample set will be provided upon award of PO for size reference 2. Supplier should preferably be from Dumaguete City or within the Province of Negros Oriental to addressed immediate concerns 3. Needed before June 1, 2025	30,000.00			



			<b>TOTAL</b>	<b>230,000.00</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:**

- ☐ 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**