



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11993597
Procuring Entity NEGROS ORIENTAL STATE UNIVERSITY
Title DIPLOMA JACKET (RFQ0269)
Area of Delivery Negros Oriental

Solicitation Number:	RFQ0269	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment		
Approved Budget for the Contract:	PHP 450,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	29/04/2025
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	28/04/2025 08:58 AM
		Closing Date / Time	02/05/2025 12:00 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 28/04/2025

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

Office/End User: REYMIL T. CADAPAN, MBA

RFQ No: 0269

PR No. & Date: 2025-04-0269/ 04-23-25

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 **on or before May 23, 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.
- 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 **450,000.00**
- 10) Quotations exceeding the Approved Budget for the Contract shall be disqualified.

GERALD S. MARTA
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	3,000	pcs	Printing of Diploma Jacket	450,000.00			
			Terms and Conditions:				
			1. Supplier should be from Dumaguete City to address immediate concerns.				
			2. Delivery date should be on or before May 23, 2025				
			Please see attach Specs of Diploma Jacket				
			TOTAL	450,000.00			

*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:

<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

Revised 11 March 2025 following IRR RA 12009