

CAGAYAN STATE UNIVERSITY – CARIG CAMPUS

Carig Sur, Tuguegarao City, Cagayan

Bids and Awards Committee

Tel. No. (078) 396 0569 loc. 018

Email Address: bacsecretariat@csucarig.edu.ph

Website: www.csucarig.edu.ph



REQUEST FOR QUOTATION

For **Small Value Procurement** under **Sec. 52.1** and **Sec. 53.9** and **Shopping** under **Sec. 52.1 (b)** of the Revised IRR of R.A. 9184 Series of 2025

Quotation No: QN02-2025-03-0039
PR Number: 2025-03-0321
Date: MARCH 31, 2025

The **Cagayan State University - Carig Campus** is pleased to invite you to quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by you, or by your authorized representative **not later than three (3) days** to the BAC Secretariat Office, located at the side of the Red Eagle Gymnasium, CSU Carig Campus or email to bacsecretariat@csucarig.edu.ph.


CONDITIONS:

- 1 Quotation is **INCLUSIVE OF DELIVERY COST, TAX, AND INFLATION RATE.**
- 2 Delivery must NOT be more than **fourteen (14) calendar days** upon receipt of Notice of Award/Purchase Order/ Job Order.
- 3 Price validity shall be for a period of **sixty (60) calendar days.**
- 4 Warranty shall be for a period of **one (1) year** from acceptance of the procuring entity, *if applicable.*
- 5 **BRANDS and SPECIFICATIONS** of the product offered must be indicated in this Request for Quotation.

MAC GIOVANI T. LAGUNDI
 BAC Chairperson

Dear Sir/Ma'am;

After having carefully read and accepted your conditions as listed above, I/We quote you on the item at the following prices, to wit:

ITEM #	PARTICULARS/ GENERAL DESCRIPTION	SPECIFICATIONS	BRAND OFFERED, if applicable	QTY.	UNIT	UNIT PRICE	TOTAL
1	Tape, Transparent (2 inches)			10	pcs		
2	Tape, Transparent (1 inches)			20	pcs		
3	Tape, masking, 24mm, 50 meters length			10	rolls		
4	Tape, double-side,			10	pcs		
5	70 percent solution Alcohol			8	gallons		
6	Bathroom Tissue Upsize 2Ply 400 Sheets 12 Rolls			10	packs		
7	Scissors heavy duty (big)			5	pcs		
8	Signing pen (liquidly) 25pcs-black & 25pcs-blue			50	pcs		
9	Laminating Film			10	packs		
10	Laminating roll			2	rolls		
11	Multipurpose glue (1010g) 			2	gallons		
12	PENCIL, lead, with eraser			4	boxes		
13	Epson L3110 printer ink 003 (Y, C, M)			21	bottles		
14	Epson L3110 printer ink 003 SET (BK-black)			9	bottles		

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15	Brother Ink, (Magenta, Cyan & Yellow- BT5000)			30	bottles		
16	Brother Ink, (Black- BT560)			15	bottles		
17	Bond paper long			15	reams		
18	Bond paper A4			15	reams		
19	Kraft Folder, long			1	box		
20	ULTRA BRIGHT SHADES Colored Paper, 8.5 x 11in			10	reams		
21	Photo paper			5	packs		
22	Plastic Rope Twine Straw			5	rolls		
23	Correction Tape			8	pcs		
24	Highlighter, multicolor			4	pcs		
25	Marker, permanent (blue &black)			10	pcs		
26	Marker, white board (red, blue & black)			10	Pcs		
27	Notepad, stick on, 3x3			10	pads		
28	Nylon Thread (white)			2	roll		
29	Garbage Bag Black XXXL			10	rolls		
30	Soft Glass Wiper Removable Non-slip Window Glass Brush Cleaner			5	pcs		
31	Muriatic acid 1L			5	bottles		
32	Duster Brush Extendable Hand Dust Cleaner Anti Dusting Brush Home Air-condition Car Furniture Cleaning, cotton *(not feather)			5	pcs		
							
33	Styro Square 2" Thick 10" X 10"			15	pcs		
34	Table Skirting Tela 8 yards -white 7 yards -light purple			15	yards		
35	Acrylic stand, A4			8	pcs		
							
36	Sticker paper glossy printable, A4			3	packs		

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37	Parchment paper for certification, A4		3	packs		
38	Staples, Gun tacker, 8mm 5/6"		8	boxes		
TOTAL AMOUNT:						

Purpose: Drive system of the E-Tranvia

Canvassed as: per item per lot

I hereby bind myself and certify to comply with the above Technical Specifications and Schedule of Requirements.

Name of Business: _____
Name of Authorized Representative: _____
Signature: _____
Contact No.: _____
Email Address: _____
TIN (please indicate if VAT or Non-VAT): _____
PhilGEPS Registration: _____

DOCUMENTARY REQUIREMENTS:

- Copy of PhilGEPS Registration Certificate; OR Class A Documents (a) DTI/SEC/CDA Registration Certificate; b) BIR Registration; c) Tax Clearance);
- Copy of Updated Mayor's/Business Permit;
- Omnibus Sworn Statement (for ABC above Php 50,000.00) (see attached Annex A)

Name & Signature of Canvasser