

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: QN02-2025-03-0042
PR Number: 2025-03-0238
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	MARKER	High Quality White Board Fine Marker Color: Black; Refillable Waterproof- Marks Any Surface; Dries Instantly		20	Pack		
2	Air Refresher Spray (Apple Scent)	500ml Freshens the air Long-lasting fragrance Light and airy aroma		6	Can		
3	Antibacterial/ Germicidal Liquid Hand Soap	Antibacterial Liquid Hand Soap Gently cleans and effectively protects your hands from germs Infused with a moisturizer that leaves your hands feeling soft and smooth with a refreshing scent (Lavender/lemon Scent)		10	Bottle		
4	Dishwashing Liquid (Big)	High Active Cleaning With Active Grease Remover that helps break down hard-to-remove food/cooking stains like oil and grease with Hand Moisturizer. 500ml		6	Bottle		
5	Bond Paper	MULTI-PURPOSE; MULTI-COPY LONG/ LEGAL (13 X 8.5) SUBSTANCE: 70 GSM BRIGHT WHITE		100	REAM		

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6	Bond Paper	MULTI-PURPOSE; MULTI-COPY A4 SUBSTANCE: 70 GSM BRIGHT WHITE		100	REAM		
7	Certificate Holder A4	Super clear transparent to highlight your certificates Comes with 2 hangers for portrait or landscape orientation. With 2 hangers for portrait and landscape orientations		20	pcs		
8	Certificate Holder 8.5 X13	Super clear transparent to highlight your certificates Comes with 2 hangers for portrait or landscape orientation. With 2 hangers for portrait and landscape orientations		20	pcs		
9	Document/Filling Steel Rack (For BSCS Exhibits of Capstone Project)	Steel Rack double layer post rivet rack 6-layer steel shelf load capacity: 150 kg/level 42 kgs. - Color: Dark Gray		5	Pcs		
10	Double Sided Tape	1 inch		5	pcs		
11	Ink for Epson L3210	BLACK Cyan Magenta Yellow		10 6 6 6	CART		
12	Ink for Epson L5290	BLACK Cyan Magenta Yellow		10 6 6 6	CART		
13	Comb Binding Machine	No. of Holes: 24-Holes Maximum Punching Capacity: 22 sheets Maximum Binding Thickness: 450 sheets Dimensions: 574 x 320 x 413mm Weight: 9 kg >Heavy Duty Binding Machine > Can Bind Short, A4, and Long size > With Adjustable Holes		1	pcs		
14	Garbage Bag	Large		4	Pack		
15	Index Tabs	Clear		10	Box		
16	Isopropyl Alcohol	ETHYL ALCOHOL 70% SOLUTION Per Gallon with Scented		10	Gallon		
17	Laminating Pouches	250 microns (222x337mm) 100pcs per box Legal Size		3	pack		

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18	Linen Paper	Board 180gsm White A4 size For Certificates		10	Pack		
19	Linen Paper	Board 180gsm White Legal size For Certificates		20	Pack		
20	Folder	File folder; White; Long		3	Pack		
21	Masking Tape	1 inch		5	Roll		
22	Duct tape	2 inches		10	Roll		
23	Masking Tape	2 inches		5	Roll		
24	Paper Clips	Jumbo sizes clip (silver color)		3	Box		
25	Pencil No. 2			2	box		
26	Permanent Marker	Permanent (Black)		2	box		
27	Refillable Whiteboard Pen	Color Black		40	pcs		
28	Photo Paper	A4 SIZE 230gsm 20sheets / pack use for photo insert numbers and photo insert keychains high quality; for all printer		5	pack		
29	Pressboard Folder	Pressboard expanded folder Long		1	Box		
30	Record Book	500 pages Smythe sewn		4	Pcs		
31	Scotch Tape	Transparent 2 inches		5	ROLL		
32	Self-Inking with Stamp Pad	Color Violet		5	pcs		
33	Stamp	Pre-layout Received Date Time by Stamp Office Business Crystal 30mm x 60mm Self-Inking 		2	pcs		
34	Signing Pen Blue	0.5mm point		4	Box		
35	Signing Pen Black	0.5mm point		4	Box		
36	Ordinary Ballpen	Pen Tip Size: 0.7 mm; Color: Blue GEL PEN		4	Box		
37	Stapler Wire	Heavy Duty SIZE: No. 35		10	box		

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		Fits all standard stapler					
38	Stapler W/ Staple Remover (Heavy-Duty)	Heavy Duty with Stapler Remover		6	pcs		
39	Sticky Notes	Medium Size		20	pack		
40	Toilet Paper	2-PLY: 4s/PACK		6	pack		
41	Gasul Refill Tank	11kg		1	pcs		
TOTAL AMOUNT:							
<i>Purpose: Drive system of the E-Tranvia</i>							

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