

**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](mailto:bacsecretariat@csucarig.edu.ph)  
 Website: [www.csucarig.edu.ph](http://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: QN02-2025-04-0001
PR Number: 2025-03-0247
Date: APRIL 3, 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](mailto: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 GIOVANNI 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	OFFICE SUPPLY/SUC	MAGAZINE BOX FILE HOLDER LONG SINGLE HORIZONTAL with Cover		10	PC		
2		*Air Freshener Spray Scent: Lavender		10	SPRAY		
3		*Battery Heavy Duty AA		10	PAIR		
4		*Battery Heavy Duty AAA		10	PAIR		
5		*Blackboard Eraser		10	PC		
6		*Cork Board bulletin for wall (Length: 3ft width: 2ft)		1	PC		
7		*Double Sided Tape lynch 15meters		10	BOX		
8		*EPSON INK 664 BLACK		15	BOTTLE		
9		*EPSON INK 664 MAGENTA		15	BOTTLE		
10		*Flash Drive 1TB		5	PC		
11		*Folder Ordinary Long White		1	BOX		
12		*Folder Ordinary Short White		1	BOX		
13		*Furniture Enhancing Polish 180ml		10	SPRAY		
14		*Garbage Bag (Large) 10 ROLLS/PACK		5	ROLL		
15		*Garbage Bag (XLarge) 10 ROLLS/PACK		5	ROLL		
16		*Glue All Multi-Purpose 130g		10	PC		
17		*Glue Gun		3	PC		
18		*Glue Stick LARGE		50	PC		
19		*Glue Stick SMALL		50	PC		
20		*Index Tab Transparent		20	BOX		

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21		*Insecticide 750ml	10	SPRAY		
22		*Laid Paper A4 20pcs Color: Light Cream	10	PACK		
23		*Laid Paper A4 20pcs Color: White	10	PACK		
24		*Laid Paper Long 20pcs Color: Light Cream)	10	PACK		
25		*Laid Paper Long 20pcs Color: White	10	PACK		
26		*Linen paper A4 board Color: White	10	PACK		
27		*MAGAZINE BOX FILE HOLDER LONG SINGLE HORIZONTAL Dimension: 15.5 x 4.5 x 9.5 inches Color: Navy Blue	30	PC		
28		*Mailing Envelope Long White 50pcs	1	PACK		
29		*Mailing Envelope Short White 50pcs	1	PACK		
30		*Puncher	2	PC		
31		*Record Book	20	PC		
32		*Ruler (plastic transparent)	10	PC		
33		*Scissors, (9") HEAVY DUTY	4	PC		
34		*Staple Wire Remover (Plier Type)	4	PC		
35		*Stapler Medium Size with Remover	10	PC		
36		*Sticky Note (100 sheets) Color: Light Green 3x3	10	PC		
37		*Sticky Note (100 sheets) Color: Light Green 3x4	10	PC		
38		*Sticky Note (100 sheets) Color: Yellow 3x3	10	PC		
39		*Tape Dispenser	10	PC		
40		*Tape, Masking, width: 1 inch (50 meter)	2	PC		
41		*Toilet Bowl Cleaner Antibacterial	10	PC		
42		*Toilet Tissue (12 Rolls)	10	PACK		
43		*Type C USB A Multiple 4 Ports Splitter Fast Speed 3.0 Plug and Play .0	1	PC		
44		Alcohol 70% Solution, Antiseptic Disinfectant with Moisturizer	50	BOTTLE		
45		Anti-Bacterial Dishwashing Paste with Sponge Lemon or Calamansi	8	PC		
46		Antibacterial Hand Liquid Soap 500ml	8	BOTTLE		

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47	Ballpen Ordinary (black)	10	BOX
48	Ballpen Ordinary (blue)	10	BOX
49	BROTHER BT5000M (INK (MAGENTA)	15	BOTTLE
50	BROTHER BT5000Y (INK (YELLOW	15	BOTTLE
51	BROTHER INK BT5000C (CYAN)	15	BOTTLE
52	BROTHER INK BTD60BK (BLACK)	20	BOTTLE
53	Calculator basic	2	PC
54	Correctional Tape	20	PC
55	Cutter Large Heavy Duty	2	PC
56	Cutter Medium	2	PC
57	Disinfectant Spray Scent: Crisp Linen 510g	8	SPRAY
58	EPSON INK 003 BLACK	15	BOTTLE
59	EPSON INK 003 CYAN	15	BOTTLE
60	EPSON INK 003 MAGENTA	15	BOTTLE
61	EPSON INK 003 YELLOW	15	BOTTLE
62	EPSON INK 664 CYAN	15	BOTTLE
63	EPSON INK 664 YELLOW	15	BOTTLE
64	Fastener, for paper, metal, 50 sets per box	15	BOX
65	Folder long (White with green Lining), Pressboard	2	BOX
66	Interfolded Tissue Paper (180 pulls)	10	PACK
67	Linen paper long board Color: White	10	PACK
68	Marker Permanent, Bullet Type-Black	8	BOX
69	Marker White Board, Bullet Type-Black	8	BOX
70	Paper, Multi-Purpose (COPY), A4 size, 70gsm	10	BOX
71	Paper, Multi-Purpose (COPY), Legal size, 70gsm	40	BOX
72	Photopaper (long	20	PACK
73	Photopaper (short)	20	PACK
74	Push PiN	2	BOX
75	Scissors, (6")	2	PC
76	Sign Pen (Black)	5	BOX
77	Sign Pen (Blue)	5	BOX
78	Stamp pad felt	4	PC
79	Stamp pad Ink, purple or violet, 50ml (min.)	4	PC
80	Stapler Big Heavy Duty	2	PC

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81	Sticky Note (100 sheets) Color: Yellow 3x4	11	PC		
82	Tape, Masking, width: 2 inches (50 meters)	10	PC		
83	Tape, Packaging Brown width: 2 inches (200 meters)	10	PC		
84	Tape, Packaging Transparent width: 1 inch (200 meters)	10	PC		
85	Tape, Packaging Transparent width: 2 inches (200 meters)	10	PC		
86	Trash Can with Foot Pedal (660 L)	2	PC		
			<b>TOTAL AMOUNT:</b>		
Purpose:					

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