

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: QN02-2025-04-0002
PR Number: 2025-03-0254
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.

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, # applicable	QTY.	UNIT	UNIT PRICE	TOTAL
1	BONDPAPER	Multi-purpose, legal, 70gsm		150	Reams		
2	BONDPAPER	Multi-Purpose, A4, 70 gsm		150	Reams		
3	ALCOHOL	Ethyl, 68%-70%, scented, 500ml (-5ml)		25	Bottle		
4	PAPER, PARCHMENT	Size: 210 x 297mm, multi-purpose		5	Reams		
5	Folder	Legal		5	Bundl e		
	Folder	A4		1	Bundl e		
6	SIGN PEN	BLUE, liquid/gel ink, 0.5mm needle tip		5	box		
7	SIGN PEN	BLACK, liquid/gel ink, 0.5mm needle tip		5	Box		
8	FASTENER, metal, non-sharp edges			10	Box		
9	STAPLER, standard type			5	Pc		
10	Staple Wire	No. 35		15	Box		
11	CORRECTION TAPE, 8m			25	Pc		
12	SCISSORS, symmetrical			5	Pc		
13	RECORD BOOK	500 PAGES, size: 214mm x 278mm min		15	pc		

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14	INK CART, EPSON C131664100 (T6641), Black		10	cart		
15	INK CART, EPSON C13T664200 (T6642), Cyan		5	cart		
16	INK CART, EPSON C13T664300 (T6643), Magenta		5	cart		
17	INK CART, EPSON C13T664400 (T6644), Yellow		5	cart		
18	INK CART, Brother (BT5000), Yellow		5	cart		
19	INK CART, Brother (BT5000), Magenta		5	cart		
20	INK CART, Brother (BT5000), Cyan		5	cart		
21	INK CART, Brother (D60BK)		10	cart		
22	TAPE, masking, 24mm		10	roll		
23	TAPE, MASKING, 48mm		10	roll		
24	TAPE, transparent, 24mm		10	roll		
25	TAPE, transparent, 48mm		10	roll		
26	CLIP, backfold, 25mm		10	Box		
27	CLIP, backfold, 32mm		10	Box		
28	MARKER, permanent, black, bullet type		15	pc		
29	MARKER, permanent, blue, bullet type		15	pc		
30	PAPER CLIP, vinyl/plastic coated, 50mm		20	box		
31	MARKER	White Board, Black, Refillable	100	Pc		
32	MARKER	White Board, Blue, Refillable	100	Pc		
33	MARKER	White Board, Red, Refillable	100	pc		
34	AIR aerosol, min FRESHENER, 280ml/ 150g		24	Can		
35	Battery	Dry Cell, size AAA	25	Pack		

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36	Battery	Dry Cell, size AAA		25	pack		
37	Folder	Pressboard		3	roll		
						TOTAL AMOUNT:	
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: _____

DOCUMENTSARY REQUIREMENTS:

- Copy/Soft 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