



Republic of the Philippines  
Cagayan State University  
**BIDS & AWARDS COMMITTEE**

Tuguegarao City, Cagayan

Tel. No.: (078) 375-1672

Email: [bacsecretariat@csu.edu.ph](mailto:bacsecretariat@csu.edu.ph)

**F-BAC-1115**

**REQUEST FOR QUOTATION**

*For Small Value Procurement under Sec. 53.9 of the Revised IRR of R.A. 918*

**QUOTATION NUMBER: QN2023-01-01G**

**PR NUMBER: 2022-01-024**

**DATE: January 19, 2023**

The **Cagayan State University** 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 within 3 days from receipt of this request for quotation.

**CONDITIONS:**

- 1 Quotation is INCLUSIVE OF TAX AND DELIVERY COST;
- 2 Delivery must be within 15 calendar days upon receipt of purchase order;
- 3 Price validity shall be for a period of 60 calendar days;
- 4 Warranty shall be for a period of 1 year from acceptance of the procuring entity;
- 5 Payment shall be made after inspection and acceptance.

**MR. ABRAHAM BANGAYAN**  
BAC CHAIR

Dear Sir/Ma'am; After having carefully read and accepted your conditions as listed below, I/We quote you on the item at the following prices, to wit;

END USER:		ALVIN U. ALISASIS	DATE OF ACTIVITY (if any)		
PURPOSE:		Supplies for Budget Office.			
No.	UNIT		QTY.	Unit Cost	Total Cost
1	box	INDEX TAB, self-adhesive, 5 packs/box, (CLEAR)	35		
2	bottle	Isoprophyl alcohol 70%, 500ml	20		
3	ream	PAPER, multicopy, (A4), 80gsm, 5 reams/box	100		
4	ream	PAPER, multicopy, (LONG), 80gsm, 5 reams/box	100		
5	box	BALLPEN, fine tech 0.5 BLACK (12 pcs/box)	2		
6	box	BALLPEN, fine tech 0.3 BLACK (12 pcs/box)	7		
7	box	Pencil, No.2	1		
8	box	FASTENER, metal	5		
9	piece	Correction tape 10m	30		
10	pack	Laid board paper white LEGAL	20		
11	pack	Toilet tissue paper 2ply sheet 150pulls	5		
12	bottle	Furniture Polish, aerosol type	5		
13	bottle	Air freshener, Spray	5		
14	Pack	Battery, dry cell AAA	2		
15	Pack	Battery, dry cell AA	2		
16	roll	TAPE, transparent, 24mm, 50 meters	10		
17	piece	Ring binder .5 inch (black)	50		
18	box	Folder, plain, white LEGAL	1		
19	Unit	Calculator, compact, 12 digits	2		
20	piece	Ruler, plastic 30cm	5		
21	piece	Scissor, Heavy Duty, Stainless Steel	5		
22	piece	DUCT TAPE Heavy Duty Waterproof 51mm x 20m	5		



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23	box	Enevelope, Brown, Long	1		
24	unit	Toner, 107A	20		
25	bottle	INK, T6641 Black	30		
26	bottle	INK, T6642 Cyan	15		
27	bottle	INK, T6644 Yellow	15		
28	bottle	INK, T6643 Magenta	15		
29	unit	Mouse, optical, wheel, USB connection type	3		
	<b>ABC:</b>	<b>193,000.00</b>			

**Canvassed as:**

<input checked="" type="checkbox"/>	per lot
<input type="checkbox"/>	per item

**Supplier's Printed Name and Signature** \_\_\_\_\_

**Tel. No/Cellphone No.** \_\_\_\_\_

**TIN #:** \_\_\_\_\_

**PhilGEps Registration No.** \_\_\_\_\_

**NOTE: A TRANSACTION FEE OF PHP 350.00 (ADA) IS CHARGED BY DBP FOR NON-DBP ACCOUNTS AND SUPPLIERS**

**GISELLE JOY B. LADERA**  
**NAME AND SIGNATURE OF CANVASSER**