



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: QN2023-02-04G**

**PR NUMBER: 2023-01-053**

**DATE: February 06, 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:		<b>Dorina D. Sabatin, RMT, MPH, CBO</b>	DATE OF ACTIVITY (if any)		
PURPOSE:		For CAHS Office Use.			
No.	UNIT		QTY.	Unit Cost	Total Cost
1.	bottle	INK, HP GT53 70 -ml (black)	20		
2.	bottle	INK, HP GT52 70 -ml (cyan)	20		
3.	bottle	INK, HP GT52 70 -ml (magenta)	20		
4.	bottle	INK, HP GT52 70 -ml (yellow)	20		
5.	ream	PAPER, MULTI PURPOSE (COPY) A4, 70 gsm	200		
6.	jar	glue, gross weight :200 grams min	10		
7.	roll	tape double adhesive (1 inch)	10		
8.	roll	tape, masking, width 48mm	10		
9.	roll	tape , transparent, width 48 mm	20		
10.	roll	tape, transparent, width 24 mm	20		
11.	pc.	correction tape, film base type, UL 6m min	50		
12.	pc.	magazine file box with cover915.5X4X11 in(green)	50		
13.	box	Marker, white board, blue	20		
14.	box	marker, whiteboard, black	10		
15.	box	marker, permanent, bullet type , black	20		
16.	box	pencil, lead, w/ eraser, wood cased, hardness, HB	4		
17.	pc.	puncher, paper heavy duty, with two hole guide	3		
18.	pair	scissors, symmetricl blade length: 65mm min	5		
19.	pc.	stapler, standard type, load cap, 200 min	5		
20.	pc.	star multi-tray 5 (drawers) black	10		
21.	pc.	stackable paper tray organizer (metal)	6		
22.	box	ordinary pen, black and blue	10		
23.	pack	toilet tissue paper, 2-ply, 100 recycled	10		
<b>ABC:</b>		<b>127,500.00</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 SUPPLIER**

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

This Canvass form should be returned to the BAC Secretariat on or 3 days upon receipt Page 1 of 1