



Republic of the Philippines
Cagayan State University
BIDS & AWARDS COMMITTEE

Tuguegarao City, Cagayan

Tel. No.: (078) 375-1672

Email: 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: QN2023-03-02G

PR NUMBER: 2023-02-256

DATE: March 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:		ALLAN LEAND P. ARQUILADA	DATE OF ACTIVITY (if any)		
PURPOSE:		For office use.			
No.	UNIT		QTY.	Unit Cost	Total Cost
1.	pcs.	sign pen black, liquid/gel ink, 0.5mm needle tip	25		
2.	pcs.	sign pen blue, liquid/gel ink, 0.5mm	25		
3.	pcs.	sign pen red, liquid/gel ink, 0.5mm	5		
4.	pcs.	correction tape	10		
5.	cart	Epson ink T564, Black	15		
6.	cart	Epson ink T664, Yellow	10		
7.	cart	Epson ink T664, Magenta	10		
8.	cart	Epson ink T664, Cyan	10		
9.	pcs.	Brother ink, BT D60BK	15		
10.	pcs.	Brother ink, BT5000 Magenta	10		
11.	pcs.	Brother ink, BT5000 Cyan	10		
12.	pcs.	Brother ink, BT Yellow	10		
13.	ream	PAPER, Multicopy, 80gsm size: 210mm x 297mm (A4)	20		
14.	rolls	TAPE, TRANSPARENT, width: 24mm (+1mm)	3		
15.	rolls	TAPE, MASKING, width: 24mm (+1mm)	2		
16.	rolls	TAPE, TRANSPARENT, width: 48mm (+1mm)	2		
17.	rolls	TAPE, PACKAGING, width: 48mm (+1mm)	2		
18.	rolls	TAPE,ELECTRICAL,18mm x 16M min	1		
19.	box	Staple Wire, STANDARD	3		
20.	bottle	Alcohol, Ethyl, 68%-70%, scented, 500ml (-5ml)	10		
21.	pack	TOILET TISSUE PAPER, 2-Plys sheet, 12 rolls/pack, 150 pulls	8		
22.	jars	GLUE, all purpose, gross weight: 200 grams min	2		
23.	cart	Toner Cart (HP85A), Black	2		
24.	can	Air freshener, aerosol, 280ml/ can	5		
25.	pack	Folder, TAGBOARD, for A4 size documents	2		



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26.	pack	Folder, TAGBOARD, for legal size documents	100s/box	2		
27.	pc.	Scissors, symmetrical, blade length: 65mm min		3		
28.	pc.	Cutter Knife, for general purpose		1		
29.	pc.	Stamp Pad, FELT, bed dimension: 60mm x 100mm min		1		
30.	bottle	Stamp Pad Ink, purple or violet		1		
31.	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		4		
32.	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		4		
33.	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		4		
34.	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)		3		
35.	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		3		
36.	pc.	Stapler, Standard Type		2		
37.	pc.	Staple Remover, Plier-Type		2		
38.	box	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs. per box		1		
39.	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs. per box		1		
40.	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents		1		
41.	box	FASTENER, METAL, 70mm between prongs, 50 sets per box		5		
42.	pack	Battery, dry cell, AA, 2 pieces per blister pack		5		
43.	pack	Battery, dry cell, AAA, 2 pieces per blister pack		5		
44.	pcs.	Flash Drive, 16GB, USB 2.0, plug and play		10		
45.	Unit	External Hard Drive, 2TB, 2.5"HDD, USB 3.0		1		
46.	can	FURNITURE CLEANER, aerosol, 300ml min./can		7		
47.	pc.	Puncher, paper, heavy duty, with two hole guide		1		
48.	book	Record Book, 300 pages, size: 214mm x 278mm min		2		
49.	pc.	Dating and Stamping Machine, heavy duty		1		
50.	book	Record Book, 500 pages, size: 214mm x 278mm min		2		
51.	rolls	Acetate, thickness: 0.075mm min (gauge #3)		2		
52.	unit	Binding and Punching Machine, binding cap: 50mm		1		
53.	set	FILE TAB DIVIDER, bristol board, for A4		2		
54.	set	FILE TAB DIVIDER, bristol board, for legal		2		
55.	pad	NOTE PAD, stick on, 50mm x 100mm (2" x 3") min		4		
56.	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		4		
57.	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		4		
58.	pack	Photo Paper A4 210GSM 10S		10		
59.	pcs.	Paper Cutter 12x15 in Wood		1		
	ABC:	67,100.00				

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