



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: QN2023-03-22G

PR NUMBER: 2023-03-354

DATE: March 23, 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:		LOURDES JUDY B. LUYUN	DATE OF ACTIVITY (if any)		
PURPOSE:		Office Supplies of the CSU Hotel			
No.	UNIT		QTY.	Unit Cost	Total Cost
1.	can	INSECTICIDE, aerosol type, net content: 600ml min	20		
2.	bottle	ALCOHOL, ethyl, 99%, scented, 500ml(-5ml)	3		
3.	bottle	STAMP PAD INK, purple or violet, 50ml (min)	3		
4.	pad	NOTE PAD, stick on, 76mm x 100mm (3"x 4") min	6		
5.	pad	NOTE PAD, stick on, 76mm x 100mm (3"x 3") min	6		
6.	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	20		
7.	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	20		
8.	reams	PAPER, Multi-Purpose (Copy) A4,70 gsm	20		
9.	box	ORDINARY PEN, (BLACK AND BLUE)	3		
10.	book	RECORD BOOK, 500 PAGES, size: 214mmx 278mm min	3		
11.	pack	TOILET TISSUE PAQPER, 3-ply, 100% recycled	30		
12.	pack	TISSUE, interfolded paper towel	10		
13.	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	10		
14.	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	10		
15.	jar	GLUE, all purpose, gross weight: 200 grams min	2		
16.	box	STAPLE WIRE, Standard, (26/6)	3		
17.	roll	TAPE, ELECTRICAL, 18MM X 16M min	5		
18.	roll	TAPE, MASKING, width: 24mm (-+1mm)	5		
19.	roll	TAPE, MASKING, width: 48mm (-+1mm)	5		
20.	roll	TAPE, PACKAGING, width: 48mm (-+1mm)	5		
21.	roll	TAPE, TRANSPARENT, width: 24mm(-+1mm)	5		
22.	roll	TAPE, TRANSPARENT, width:48mm(-+1mm)	5		
23.	piece	RULER, plastic, 450mm(18"),width: 38mm min	1		
24.	can	AIR FRESHENER, aerosol, 280ml/150g min	6		



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25.	can	DISINFECTANT SPARAY, aerosol type, 400-550 grams	6		
26.	bottle	HAND SOAP, Liquid, 500ml (PUMP)	6		
27.	bundle	RAGS, all cotton, 32 pieces per kilogram min	6		
28.	pack	TRASHBAG, GPP specs, black, 940mmx1016mm	12		
29.	piece	WASTEBASKET, non-rigid plastic	1		
30.	boxes	FACE MASK (3PLY, DISPOSABLE)	3		
31.	box	CLIP, BACKFOLD, all metal, camping: 32mm(-1mm)	1		
32.	box	CLIP, BACKFOLD, all metal, camping: 50mm(-1mm)	1		
33.	piece	CORRECTION TAPE, film base type, UL 6m min	5		
34.	piece	DATA FILE BOX, made of chipboard, with closed ends	6		
35.	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	15		
36.	box	ENVELOPE, mailing, white, 70gsm	1		
37.	box	FASTENER, METAL, 70mm between prongs	3		
38.	box	INDEX TAB, self-adhesive, Transparent	8		
39.	set	MARKER, FLUORESCENT, 3 assorted colors per set	1		
40.	piece	MARKER, whiteboard, black, felt tip, bullet type	25		
41.	piece	MARKER, PERMANENT, bullet type, black	25		
42.	piece	MARKER, PERMANENT, bullet type, blue	25		
43.	piece	MARKER, PERMANENT, bullet type, red	25		
44.	box	PAPER CLIP, vinyl/plastic coat, length:32mm min	2		
45.	box	PAPER CLIP, vinyl/plastic coat, length:50mm min	2		
46.	box	PENCIL, lead, w/eraser, wood cased, hardness: HB	1		
47.	piece	STAMP PAD, FELT, bed dimension:60mm x 100mm min	2		
48.	pair	SCISSORS, symmetrical, bladed length: 65mm min	2		
49.	unit	STAPLER, BINDER TYPE, heavy duty, desktop	1		
50.	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	1		
51.	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	2		
52.	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	2		
53.	set	INK, EPSON L3150 (BLACK,MAGENTA,CYAN,YELLOW)	3		
54.	piece	CALCULATOR, compact, 12 digits	1		
55.	piece	TORNADO MOP, heavy duty	3		
56.	piece	EXTERNAL HARD DRIVE.I TB. 2,5" HDD. USB 3.0	1		
57.	piece	FLASH DRIVE 16GB capacity	1		
58.	unit	MOUSE, WIRELESS,USB	1		
	ABC:	63,500.00			

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