



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

Tuguegarao City, Cagayan

Tel. No.: (078) 377 5520

Email: bacsecretariat@csu.edu.ph

REQUEST FOR QUOTATION

RFQ NUMBER: 2024-02-18G	PURPOSE: FOR OFFICE USE	
PR NUMBER: 2024-02-186	DATE OF ACTIVITY, IF ANY:	
RFQ DATE: February 26, 2024	CLOSING DATE OF OPPORTUNITY:	
END-USER: JUNEL B. GUZMAN		

GENERAL CONDITIONS:

1. Write legibly. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s
2. Delivery period must be within 7 calendar days upon receipt of purchase order. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
4. Warranty shall be for a period of ___ months/year from acceptance of the procuring entity if applicable.
5. Price quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Quotation is INCLUSIVE OF TAX AND DELIVERY COST.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

1. Copy of valid and updated Business/Mayor's Permit;
2. Certificate of PhilGEPS Registration;
3. Professional License /Curriculum Vitae (for Consulting Services) and
4. Valid PCAB License (for Infrastructure).

Prior to award and condition for payment, you will be required to submit:

1. Notarized Omnibus Sworn Statement (GPPB-prescribed forms); and/or
2. Income/ Business Tax Return (for ABC's above Php 500k)

Please quote your best and lowest price you can offer for the item/s below and state the shortest time of delivery.

Kindly submit/email your quotation duly signed by your representative together with the above-stated requirements on or before the deadline of submission stated above.

Note: All fields must be filled, please write "N/A" or none if not applicable nor available.

SHERWIN B. PASIGAN

Official Canvasser

MR. ABRAHAM C. BANGAYAN, JD, MLS

BAC-2 CHAIRPERSON

TO: Cagayan State University- Andrews Campus
Caritan Sur, Tuguegarao City, Cagayan

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s follows:

No.	UNIT	QTY	Description	Recommended model	Unit Cost	Total Cost
1.	bottle	10	ALCOHOL, Ethyl, 500 mL			
2.	gallon	5	ALCOHOL, Ethyl, 1 Gallon			
3.	piece	5	SIGN PEN, Black, liquid or gel			
4.	piece	20	SIGN PEN, Blue, liquid or gel			
5.	pack	5	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			
6.	pack	5	BATTERY, dry cell, size AAA, Two (2) pieces per blisterpack			
7.	can	5	AIR FRESHENER, Aerosol type, 150g			
8.	can	5	DISINFECTANT SPRAY, Aerosol type, 400g			
9.	can	5	FURNITURE CLEANER, Aerosol type, 300mL			
10.	bottle	5	LIQUID HAND SOAP, 500mL			
11.	bundle	1	RAGS, all cotton, 1 kilo per bundle			
12.	jar	3	GLUE, all-purpose, 200 grams			
13.	box	10	STAPLE WIRE, standard			
14.	roll	10	TAPE, masking, 24mm			
15.	roll	10	TAPE, transparent, 24mm			
16.	roll	10	TAPE, transparent, 48 mm			
17.	box	10	CLIP, backfold, 32mm			





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No.	UNIT	QTY	Description	Recommended model	Unit Cost	Total Cost
18.	box	10	CLIP, backfold, 50mm			
19.	piece	5	DATA FILE BOX			
20.	pack	1	FOLDER with tab, A4, 100 pieces per pack			
21.	pack	1	FOLDER with tab, legal, 100 pieces per pack			
22.	box	1	INDEX TAB, self-adhesive, transparent, 5 sets per box			
23.	pair	3	SCISSORS, symmetrical or asymmetrical			
24.	pad	10	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			
25.	pad	10	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			
26.	pad	10	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			
27.	ream	10	PAPER, MULTICOPY A4, 500 sheets per ream			
28.	ream	10	PAPER, MULTICOPY LEGAL, 500 sheets per ream			
29.	box	1	PAPER, parchment, A4 size, 100 sheets per box			
30.	book	5	RECORD BOOK, 500 PAGES, size 214 mm x 278 mm			
31.	pack	24	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			
32.	can	5	INSECTICIDE, 600mL			
33.	piece	3	G-Tech Ballpen Refill, Blue, 0.4			
34.	piece	3	G-Tech Ballpen Refill, Black, 0.4			
35.	pack	5	Photo paper Glossy, A4 size			
36.	pack	5	Sticker Paper, A4 size			
37.	piece	3	HP 130A Black LaserJet Toner Cartridge CF350A			
38.	piece	3	HP 130A Cyan LaserJet Toner Cartridge CF351A			
39.	piece	3	HP 130A Yellow LaserJet Toner Cartridge CF352A			
40.	piece	3	HP 130A Magenta LaserJet Toner Cartridge CF353A			
41.	piece	3	HP 126A LaserJet Imaging Drum, CE314A			
42.	bottle	10	Dishwashing Liquid, 500 ml			
43.	piece	10	Dishwashing Foam			
44.	piece	10	Doormat			
ABC: 116,580.00						

Canvassed as: **PER ITEM** **PER LOT**

I hereby bind myself and certify to comply with all the above Technical Specifications and Schedule of Requirements.

Corporate Name: _____
Address: _____
Contact No./Email Address: _____
TIN No: _____
PhilGEPS Registration Number: _____

Signature Over Printed Name of Authorized Representative

