



**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: <u>2024-02-17G</u> | PURPOSE: <u>FOR TEST PAPER REPRODUCTION</u> |
| PR NUMBER: <u>2024-02-209</u> | DATE OF ACTIVITY, IF ANY: _____ |
| RFQ DATE: <u>February 26, 2024</u> | CLOSING DATE OF OPPORTUNITY: _____ |
| END-USER: <u>JUANITO ANCHETA</u> | |

GENERAL CONDITIONS:

- 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
- Delivery period must be within _____ calendar days upon receipt of purchase order. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
- Warranty shall be for a period of ____ months/year from acceptance of the procuring entity if applicable.
- Price quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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:

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

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

- Notarized Omnibus Sworn Statement (GPPB-prescribed forms); and/or
- 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. | REAMS | 300 | Plain Paper, Legal, 70 GSM | | | |
| ABC: 84,000.00 | | | | | | |

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

