



Q U O T A T I O N

Company Name: *1
Savings/Current Account Name: _____
Savings/Current Account Number: _____

Date: Sep 19, 2024
PR#: IGF-164-24-09-349
Bank Name & Branch: _____
(Preferably the LBP Servicing bank)

Sir/Madam:

Please give your lowest price for the items listed below using this form. Indicate thereto the brand/model of your offer. Please do not quote if you do not have ready stocks. Quotations must be in accordance with the specifications. Do not offer substitute unless specifically stated hereunder.

Kindly submit your price/s inclusives of all taxes in a sealed, signed, stamped envelope not later than _____ to the Procurement Officer or to his duly authorized representative at the above address.

Your preferential attention given is appreciated.

Very truly yours,

ALEXANDER T. DEMETILLO, D. Eng

Vice President for Administration and Finance

ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
1	5	SET	TOKEN *Customized Bamboo mug with lid and handle + Ballpen with bamboo case (Please see attached sample design). *Materials for mug: (1) Made of bamboo with double walled insulated mug. *Capacity: 500mL. *Materials for ballpen: (1) Bamboo pen with case. *Box size: 220mm x 220mm x 90mm.		

Total Quoted Amount: _____

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Delivery Point : Caraga State University - Main Campus, Supply Office.

Delivery Period : Within Thirty (30) days after receipt of P.O.

Terms of Delivery : FOB Destination

Terms of Payment: The University shall process the payment of the service or item delivered utmost five (5) working days from the submission of all required documents from the supplier's end. Moreover, the supplier is also required to forward to the Office of the University Cashier the original copy of the Official Receipt (OR) utmost seven (7) working days from the receipt of "Notice of Payment Rendered", which shall be issued by the University Cashier. Failure to observe thereof shall be ground for the supplier to be blacklisted.

ALEXANDER T. DEMETILLO, D. Eng
Vice President for Administration and Finance

Subject to 5% with-holding tax for VAT registered suppliers and additional 1% with-holding tax for contract of P10,000.00 and above.

As requested, I/We have indicated the Unit Price of the above mentioned articles. I/We hereby certify that the price/s offered is/are true and correct. I/We further agree to the terms and conditions that shall be imposed by CSU.



SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER