



Republic of the Philippines  
**CARAGA STATE UNIVERSITY**

Ampayon, Butuan City 8600, Philippines

Competence Service Uprightness

**BIDS AND AWARDS COMMITTEE**



PHONE: 0917 707 8713 Loc. 248 | EMAIL: csuprocurement@carsu.edu.ph

## REQUEST FOR QUOTATION

Caraga State University, through its Bids and Awards Committee (BAC), will undertake for the project: **SHOPPING-PROVISION OF OFFICE SUPPLIES AND OTHER MATERIALS FOR THE OPERATIONS OF VARIOUS OFFICES, AT CSU-MAIN CAMPUS., IGF-164-25-03-098** in accordance with the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget for the Contract: : 653,531.00

Location : Caraga State University - Main Campus, Supply Office

Delivery : Within thirty (30) days after receipt of P.O.(No deliveries on Weekends and Holidays)

Technical Specifications : Office Supplies and Devices

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed quotation form (Annex "A") not later than 8:00 AM on April 7, 2025 .

Any interlineations, erasures of overwriting shall be valid if they are signed or initialed by the bidder or his/her duly authorized representative/s. The Caraga State University shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Caraga State University shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of actions and remedies open to it.

The Caraga State University reserves the right to accept or reject any or all quotations and impose additional terms and conditions as it may deem proper.

  
**MICHELLE V. JAPITANA, D.Eng**  
BAC Chairperson and Vice President for Executive Operations

Noted:

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



PO-2025-00564

369