



REQUEST FOR QUOTATION



30536

Caraga State University, Through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement (Small Value Procurement) for the project: **TO PROVIDE RENTAL OF PHOTOCOPIER SERVICES FOR THE OPERATION OF CSU OP, HRMS, PROCUREMENT, REGISTRAR, ACCOUNTING OVPAF AND LIBRARY, SUPPLY OFFICE, LIBRARY OFFICE.** IGF-164-20-01-07 in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget for the Contract	:	96,000.00
Location	:	CSU, Ampayon, Butuan City
Delivery Technical Specifications	:	ON JAN TO DECEMBER 31, 2020 Services

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed quotation form (Annex "A") not later than **5:00 P.M.** on **Jan. 31, 2020**

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission. Award of contract shall be made to the lowest quotation, which complies with the minimum technical specifications and other terms and conditions stated therein.

Any interlineations, erasures or 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 (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.


ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE
BAC Chairperson and VP for Administration

Noted:


ANTHONY M. PENASO, Ph.D
University President