



**REQUEST FOR QUOTATION**



54821

Caraga State University, through its Bids and Awards Committee ( BAC ), will undertake a Shopping-Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) for the project: PROVISION OF SEMI-EXPENDABLE- OFFICE EQUIPMENT, OFFICE AND OTHER SUPPLIES AND MATERIALS FOR THE OPERATION OF THE DIFFERENT CSU ADMIN AND RESEARCH SERVICES OFFICE.. RAF-101-25-02-069 in accordance with the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget for the Contract	:	57,686.00
Location	:	Caraga State University - Main Campus, Supply Office
Delivery Technical Specifications	:	Within thirty (30) days after receipt of P.O. 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 March 03, 2025.

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 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 VP for Executive Operations

Noted:

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

