



## REQUEST FOR QUOTATION

Caraga State University, through its Bids and Awards Committee ( BAC ), will undertake a Shopping-Ordering of Office Supplies & Equipment (Sec. 52.1.b) for the project: PROVISION OF OFFICE SUPPLIES OPERATION OF THE DIFFERENT COLLEGES (MFO1). IGF-164-22-03-57 in accordance with the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget for the Contract	:	109,060.00
Location	:	CSU, Ampayon, Butuan City
Delivery Technical Specifications	:	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 form (Annex "A") not later than 5:00 P.M. on March 18, 2022

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

Any interlineations, erasures or overwriting shall be valid if they are signed or initialed by the bidder or his 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. No 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 conditions as it may deem proper.

A blue ink signature of Armie Leila Montilla-Mordeno, DPA, CSEE.

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

Noted:

A blue ink signature of Anthony M. Penaso, Ph.D.

**ANTHONY M. PENASO, Ph.D**  
University President