Republic of the Philippines
CARAGA STATE UNIVERSITY
Ampayon, Butuan City 8600, Philippines
Competence Service Uprightness

BAGONG PILIPINAS

SOCOTEC ISO 9001

PAB ACCREDITED QMS CERTIFICATION BODY MSA - 005

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 Small Value Procurement (SVP) Section 34 for the project: Provision of Office & Other Supplies (Retransfer Film, Cleaning Kit, Film & ID Card) for the Operation of CSU Main Campus Management Information System Office.
, IGF-164-26-06-435 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract	:	611,250.00
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	:	Information Technology Parts & Accessories & Perip
Evaluation of Bids	:	LCRB

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 July 21, 2026 .

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.

[redacted]

ATTY. JANICE C. ENDICO-PAGAS
BAC Chairperson for Goods [redacted]

Noted:

[redacted]

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

PO-2026-01421

Caraga State University
Ampayon, Butuan City

QUOTATION

65412

Company Name:		Date:	June 30, 2026
Savings/Current Account Name:		PR #:	IGF-164-26-06-435
Savings/Current Account Number:		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 state hereunder.

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

Your preferential attention given is appreciated.

Very truly yours,

[redacted]

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

ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
1	1	LOT	**CLEANING KIT** *CL006 ADHESIVE CLEANING CARDS FOR AVANSIA; **Unit:** PIECE; **Quantity:** 15.00		
			FILM *RT4F010SAA YMCK COLOR RIBBON, 500 PRINTS FOR AVANSIA; **Unit:** PIECE; **Quantity:** 21.00		
			ID CARD *G76-PVCB Plain Cards - 250pcs per box; **Unit:** BOX; **Quantity:** 40.00		
			RETRANSFER FILM RTCL009NAA CLEAR RETRANSFER FILM, 500 IMAGES FOR AVANSIA Note: *The supplier must be an authorized reseller, dealer, distributor or partner of the offered printer brand. Documentary proof of such authorization must be attached to the quotation for verification. *Additional Requirements *Products offered shall be original manufacturer consumables or equivalent products fully compatible with the existing Avansia printer without modification. *Supplier shall guarantee compatibility and proper operation with the procuring entity's existing equipment. *Products shall be delivered in original packaging with intact security		

Delivery Point:	Caraga State University - Main Campus, Supply Office
Delivery Period:	Within Thirty (30) days after receipt of P.O. (No deliveries on Weekends and Holidays)
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% withholding tax for VAT registered suppliers and additional 1% withholding tax for contract of P10,000 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

65412

Caraga State University
Ampayon, Butuan City

QUOTATION

65412

Company Name:		Date:	June 30, 2026
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Your preferential attention given is appreciated.

Very truly yours,

[redacted]

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

ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			labels and part numbers. *Procuring Entity reserves the right to verify authenticity and compatibility prior to acceptance. *Any counterfeit, tampered, expired, defective, or incompatible item shall be rejected and replaced at no additional cost.; **Unit:** PIECE; **Quantity:** 40.00		

Total Quoted Amount: ________________

xxxxxxxx NOTHING FOLLOWS xxxxxxxx

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