



## 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 subscription (Plagiarism and Grammar Checking Services)** for the Support of the operation of Office of the Vice President for Academic Affairs. , IGF-164-26-07-468 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract : 220,000.00

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

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 29, 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





Caraga State University  
Ampayon, Butuan City

## QUOTATION



65831

Company Name: \_\_\_\_\_  
Savings/Current Account Name: \_\_\_\_\_  
Savings/Current Account Number: \_\_\_\_\_

Date: July 16, 2026  
PR #: IGF-164-26-07-468  
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 Please do not quote if you do not have ready stocks.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 Officer 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  | <b>ANNUAL INSTITUTIONAL PREMIUM SUBSCRIPTION TO PLAGIARISM AND GRAMMAR CHECKING SERVICES</b><br>*Coverage: 750 Premium Users.<br>*Supports 400+ types of grammar checks.<br>*Built - in plagiarism detection<br>*Vocabulary enhancement tools<br>*Support: 24/7 customer support<br>*License Type: Institutional Subscription<br>*Good for one (1) year |            |             |

Total Quoted Amount: \_\_\_\_\_

xxxxxxxxx NOTHING FOLLOWS xxxxxxxxx

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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.



65831

SIGNATURE OVER PRINTED NAME  
NAME OF SUPPLIER/DEALER