



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

Competence Service Uprightness

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 Subscription- Library & Other Reading Material Subscription For The Operation Of Csu Library.**

, IGF-164-26-07-469 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract : 400,000.00

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 31, 2026 .

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.

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-2026-01525



Caraga State University
Ampayon, Butuan City

QUOTATION



65840

Company Name: _____
Savings/Current Account Name: _____
Savings/Current Account Number: _____

Date: July 16, 2026
PR #: IGF-164-26-07-469
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 inclusive 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	ONLINE SUBSCRIPTION ONLINE ENGINEERING INFORMATION RESOURCE SUBSCRIPTION+ I. GENERAL AND TECHNICAL SPECIFICATIONS Interdisciplinary Web Based Engineering Reference Platform Integrates Engineering Content with Analytical Teaching and Learning Tools Supports Academic Instruction Curriculum Planning Research and Professional Use Provides Access to Authoritative and Regularly Updated Engineering Reference Materials Provides Access to Engineering Learning Resources for Students Faculty Researchers and Library Users Supports Engineering Design Analysis Computation and Problem Solving Activities Content Access to Minimum 700 Electronic Books Access to Minimum 4000 Interactive Graphs and Downloadable Tables Includes Engineering Case Studies Includes Minimum 40 Spreadsheet Calculators with at least 500 Engineering Equations Access to Minimum 900 Instructional Videos Includes Solution Walkthroughs and Tutorials Includes Interactive Data Visualization Tools for Teaching Material Properties		

Page 1 of 5

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.



65840

SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER



Caraga State University
Ampayon, Butuan City

QUOTATION



65840

Company Name: _____
Savings/Current Account Name: _____
Savings/Current Account Number: _____

Date: July 16, 2026
PR #: IGF-164-26-07-469
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 inclusive 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
			Includes Engineering Handbooks Technical References Manuals and Professional Guides Includes Content Covering Major Engineering Disciplines Includes Resources for Civil Mechanical Electrical Electronics Chemical Industrial Computer Environmental Materials and Related Engineering Fields Includes Teaching Learning and Reference Materials for Classroom Instruction Research and Professional Practice Renowned references: Includes authoritative handbooks like Perry's Chemical Engineers' Handbook, Marks' Standard Handbook for Mechanical Engineers, and Standard Handbook for Electrical Engineers. Features Browse by Course Feature for at least 30 Engineering Courses Advanced Search Function with Boolean Search Capability Near Phrase Matching and Metadata Field Search Type Ahead Search Suggestions Related Search Suggestions on Content Pages Interactive Data Visualization for Comparing Material Properties Search Refinement by Subject Title Author Content Type and Metadata Fields Downloadable Tables Graphs and Reference Data for Instructional and Research Use User Friendly Interface for Academic Research and Professional Reference Purposes		

Page 2 of 5

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.



65840

SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER



Caraga State University
Ampayon, Butuan City

QUOTATION



65840

Company Name: _____
Savings/Current Account Name: _____
Savings/Current Account Number: _____

Date: July 16, 2026
PR #: IGF-164-26-07-469
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 inclusive 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
			Supports Curriculum Based Resource Discovery and Course Related Browsing Provides Tools for Engineering Computations Design Analysis and Technical Reference II. ACCESS Authentication Methods Internet Protocol IP Authenticated Access for Onsite Use Remote Access through any of the following Browser Based Access using Cookies Open Athens or Shibboleth Authentication Proxy Link via Institutional Library Homepage Other Equivalent Institutional Authentication Method Acceptable to the University Authorized Users Access for Authorized Users of Caraga State University Access for Students Faculty Members Researchers Library Personnel and Other Authorized Institutional Users Access Subject to the Terms and Conditions of the Subscription Library and Administrative Features Downloadable MARC Records Updated Title List Availability Institutional Account Management Support Access Configuration and Verification Support Usage and Access Support if Available III. SUPPORT Account Activation and System Setup		

Page 3 of 5

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.



65840

SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER



Caraga State University
Ampayon, Butuan City

QUOTATION



65840

Company Name: _____
Savings/Current Account Name: _____
Savings/Current Account Number: _____

Date: July 16, 2026
PR #: IGF-164-26-07-469
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 inclusive 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
			Institutional Access Configuration IP Registration and Access Testing Troubleshooting and Technical Support via Email Technical Issues Addressed within One to Three Working Days from Date of Reporting Online Technical Assistance via Video Conferencing Platform Escalation to Content Provider if Necessary Assistance in Resolving Access Authentication and Content Availability Issues User Orientation Online Orientation on Access and Utilization of the Resource Orientation to Cover Searching Browsing Accessing Electronic Books Videos Tables Calculators and Visualization Tools To be Conducted during Regular Business Hours Schedule of Orientation to be Mutually Agreed Upon by the Supplier and the University IV. IMPLEMENTATION AND ACCEPTANCE Successful Activation of Institutional Access Availability of Onsite and Remote Access Access to Required Engineering Books Graphs Tables Calculators Videos Tutorials and Visualization Tools Availability of Downloadable MARC Records and Updated Title List Completion of User Orientation Confirmation by the Library that the Platform is Accessible and Functional Subscription: Good for 1 year		

Page 4 of 5

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.



65840

SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER



Caraga State University
Ampayon, Butuan City

QUOTATION



65840

Company Name: _____
Savings/Current Account Name: _____
Savings/Current Account Number: _____

Date: July 16, 2026
PR #: IGF-164-26-07-469
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 inclusive 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
------	-----	------	----------------------------------	------------	-------------

Total Quoted Amount: _____

xxxxxxxxx NOTHING FOLLOWS xxxxxxxxx

Page 5 of 5

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.



65840

SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER