



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 Lunch, Snacks and Dinner for the conduct of 4th LIKHA Summit 2026 (Scitech4Dev 2026 Forum) on August 25-27, 2026., RAF-101-26-08-491 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract : 1,109,000.00
Location : Caraga State University - Main Campus-Activity Loft
HERO Learning and Hiraya Hall
Delivery : on August 25-27, 2026
Technical Specifications : Catering Services
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 August 18, 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

JANICE C. ENDICO-PAGAS
BAC Chairperson for Goods

REDACTED

Noted:

REDACTED

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



PO-2026-01658



Caraga State University
Ampayon, Butuan City

QUOTATION



66347

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

Date: August 11, 2026
PR #: RAF-101-26-08-491
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

ROLYN C. DAGUIL, PhD
University President

ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
1	1	LOT	MEALS *August 25, 2026 Dinner good for 420 pax *Menu: Sliced Lechon Baboy, Pandan Chicken, Fish Fillet with Tausi, Lumpia Veggie, Mango Sago, Rice, Soft drinks *Service Type: Buffet (4 Table Set up) *August 26, 2026 Dinner good for 221 pax *Menu: Sliced Lechon Baboy, Pork Adobo Tagalog, Chicken Cordon Bleu, Mixed Veggies with Corn Kernel, Brownies, Rice, Soft drinks *Service Type: Buffet (2 Table Set up) *to be served at HERO Learning Commons by 5:30 P.M; Unit: EACH; Quantity: 641.00		
			MEALS *August 25, 2026 Dinner good for 75 pax *Menu: Fish fillet with Tausi, Pandan Chicken, Tropical Pork Belly, Mango Sagu, Rice, Soft drinks *Service Type: Buffet (1 Table Set up) *to be served at HERO Learning Commons by 5:30 P.M * DINNER FOR LIKHA SUMMIT PERFORMERS; Unit: EACH; Quantity: 75.00		
			MEALS *August 25, 2026 Lunch good for 300 pax *Menu: Beef with Mushrooms, Chicken Cordon Bleu, Tropical Pork Belly, Sotanghon Guisado Special, Buko Pandan with Mango Royale,		

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Delivery Period: on August 25-27, 2026
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.

ROLYN C. DAGUIL, PhD
University President

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.



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SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER



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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			Rice, Soft drinks *Service Type: Buffet (3 Table Set up) *should be served at HERO Learning Commons by 11:30 A.M. *August 26, 2026 Lunch good for 580 pax (290 pax for HERO Learning Commons and 290 pax for Hiraya Hall, CCIS Building) *Menu: Beef Steak Pinoy Style, Chicken A la King, Fish Fillet in Sweet & Sour Sauce, Bam-i Special, Coffee Jelly, Rice, Soft drinks *Service Type: Buffet (3 Table Set up at HERO Learning Commons) *Service Type: Buffet (3 Table Set up at Hiraya Hall, CCIS Building by *Food must be ready by 11:30 A.M.; Unit: EACH; Quantity: 880.00		
			MEALS *August 27, 2026 Lunch good for 30 pax *Menu: Garlic Buttered Shrimp, Cheesy Crabs, Fish Kinilaw, Fish Tinola, Fruits, Rice, Soft drinks LUNCH FOR THE CULTURAL HERITAGE TOUR ON THE 3RD DAY OF LIKHA SUMMIT INTENDED FOR THE KEYNOTE AND PLENARY SPEAKERS; Unit: EACH; Quantity: 30.00		
			SNACKS *August 25, 2026 A.M. Snacks good for 300 pax *Menu: Burger, Fries and Nuts, Soft drinks *Service Type: Buffet (3 Table Set up) *to be served at HERO Learning Commons by 9:30 A.M *August 25, 2026 P.M. Snacks good for 300 pax *Menu: Beef Carbonara with Chips, Juice		

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ROLYN C. DAGUIL, PhD
University President

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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			*Service Type: Buffet (3 Table Set up) *to be served at HERO Learning Commons by 2:30 P.M. *August 26, 2026 A.M. Snacks good for 580 pax (290 pax for HERO Learning Commons and 290 pax for Hiraya Hall, CCIS Building) *Menu: Chicken Burger, Canned Juice *August 26, 2026 P.M. Snacks good for 580 pax (290 pax for HERO Learning Commons and 290 pax for Hiraya Hall, CCIS Building) *Menu: Tuna Sandwich, Chips, Soft drinks *Service Type: Buffet (3 Table Set up at HERO Learning Commons) *Service Type: Buffet (3 Table Set up at Hiraya Hall, CCIS Building) *with standby Water Dispenser and Flowing Coffee *Snacks must be ready by 9:30 A.M. for the A.M. Snacks and 2:30 P.M. for the P.M. Snacks *Contact person: Jestoni - 09515174233 *In line with the no-plastic policy of the university. Meal providers must use glass wares, ceramic wares, cardboard, or any biodegradable for all utensils.; Unit: EACH; Quantity: 1,760.00		

Total Quoted Amount: _____

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xxxxxxxx NOTHING FOLLOWS xxxxxxxx					

Page 4 of 4

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