



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 Meals and Snacks for the Conduct of 3 day Training, Workshop, Closeout, and Turnover Activities at Within Butuan City Off Campus on August 17-19, 2026, TRF-184-26-08-242 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract: : 200,100.00
Location : Area: Within Butuan City (Off-Campus)
Delivery : On August 17-19, 2026
Technical Specifications : Hotel and Lodging and Meeting Facilities
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 12, 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-PACAL
BAC Chairperson for Goods

REDACTED

Noted:

REDACTED

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



PO-2026-01631



Caraga State University
Ampayon, Butuan City

QUOTATION



66264

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

Date: August 4, 2026
PR #: TRF-184-26-08-242
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	ACCOMMODATION *Room type: Premier/Executive - 3 SINGLE BED *3 rooms for 3 nights *Inclusion: With free Breakfast, wifi, and amenities. *Check-in Date: August 16, 2026 – 2:00pm *Check-out Date: August 19, 2026 – 12:00nn; Unit: NIGHT; Quantity: 9.00		
			ACCOMMODATION *Room type: Superior/Standard Room - 2 SINGLE BED *2 Rooms for 3 nights *Inclusion: With free breakfast, free wi-fi, and amenities.. *Check-in Date: August 16, 2026 – 2:00pm *Check-out Date: August 19, 2026 – 12:00nn; Unit: NIGHT; Quantity: 6.00		
			ACCOMMODATION *Room type: Deluxe (3 Single Bed): *2 rooms for 3 nights *Inclusion: With free Breakfast, wifi, and amenities. *Check-in Date: August 16, 2026 – 2:00pm *Check-out Date: August 19, 2026 – 12:00nn; Unit: NIGHT; Quantity: 6.00		
			MEALS *August 17, 2026 Lunch - Good for 35pax		

Page 1 of 3

Delivery Point: Area: Within Butuan City (Off-Campus)

Delivery Period: On August 17-19, 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.

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.



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SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER



Caraga State University
Ampayon, Butuan City

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Vice President for Administration and Finance

ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			*Menu: Rice & Softdrinks, Sotanghon Soup, Chicken and Pork Adobo, Bistek Tagalog, Mixed seafood sa gata, Assorted Fruits		
			*August 18, 2026 Lunch - Good for 35pax		
			*Menu: Rice & Softdrinks, Sinigang na Tadyang na Baboy, Chicken Barbecue, Pork Steak, Pinakbet, Mango Sago		
			*August 19, 2026 Lunch - Good for 35pax		
			*Menu: Rice & Softdrinks, Chicken Binakol, Kalderetang Baka, Chapsuey, Salt and pepper squid, Fruit Salad; Unit: EACH; Quantity: 105.00		
			SNACKS		
			August 17, 2026 - Snacks		
			*A.M.Snacks, Menu: Vegetable Empanada and Juice - Good for 35 pax		
			*P.M.Snacks, Menu: Ham and Cheese - Good for 35 pax		
			*August 18, 2026 - Snacks		
			*A.M.Snacks, Menu: Assorted Doughnuts and Juice - Good for 35 pax		
			*P.M.Snacks, Menu: Chicken sandwich with Chips and Juice - Good for 35 pax		
			*August 19, 2026 - Snacks		
			*A.M.Snacks, Menu: Tuna Sandwich with chips and Juice - Good for 35 pax		
			*P.M.Snacks, Menu: Chicken Empanada and Juice - Good for 35 pax		

Page 2 of 3

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Vice President for Administration and Finance

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*Note: With Function Hall, Chairs, Table and standby water dispenser
*Service type: Buffet
*To be served at To Be Served At: Within Butuan City (Off-Campus)
*Contact person: Clarielyn Grado - 09278070113
*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: 210.00

Total Quoted Amount: _____

XXXXXXXXX NOTHING FOLLOWS XXXXXXXXX

Page 3 of 3

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