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 Office Supplies - ICT Office Supplies (Ink Refill) for Operation of Various Offices in Caraga State University Main Campus.
, IGF-164-26-08-524 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract:	:	292,381.50
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	:	Printing Supplies
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 September 1, 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

JANICE C. ENDICO-PAGAS
BAC Chairperson for Goods

REDACTED

Noted:

REDACTED

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

PO-2026-01722

Caraga State University
Ampayon, Butuan City

QUOTATION

66401

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

Date: August 19, 2026
PR #: IGF-164-26-08-524
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	**INK REFILL** *For Brother DCP T710W Black, Genuine; **Unit:** BOTTLE; **Quantity:** 6.00		
			INK REFILL *For Brother DCP T710W Cyan, Genuine; **Unit:** BOTTLE; **Quantity:** 6.00		
			INK REFILL *For Brother DCP T710W Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 6.00		
			INK REFILL *For Brother DCP T710W Yellow, Genuine; **Unit:** BOTTLE; **Quantity:** 6.00		
			INK REFILL *For Brother DCP T720DW Black, Genuine; **Unit:** BOTTLE; **Quantity:** 53.00		
			INK REFILL *For Brother DCP T720DW Cyan, Genuine; **Unit:** BOTTLE; **Quantity:** 53.00		
			INK REFILL *For Brother DCP T720DW Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 53.00		

Delivery Point:	Caraga State University - Main Campus - Supply Office
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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.

66401

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SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER

Caraga State University
Ampayon, Butuan City

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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			INK REFILL *For Brother DCP T720DW Yellow, Genuine; **Unit:** BOTTLE; **Quantity:** 23.00		
			INK REFILL *For Epson For Ecotank L6290 Black, Genuine; **Unit:** BOTTLE; **Quantity:** 3.00		
			INK REFILL *For Epson For Ecotank L6290 Cyan, Genuine; **Unit:** BOTTLE; **Quantity:** 3.00		
			INK REFILL *For Epson For Ecotank L6290 Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 3.00		
			INK REFILL *For Epson For Ecotank L6290 Yellow, Genuine; **Unit:** BOTTLE; **Quantity:** 3.00		
			INK REFILL *For Epson For L1100/L1200/L3100/L3200/L5100/L5200, black,Genuine; **Unit:** BOTTLE; **Quantity:** 23.00		
			INK REFILL *For Epson For L1100/L1200/L3100/L3200/L5100/L5200, yellow,Genuine; **Unit:** BOTTLE; **Quantity:** 11.00		
			INK REFILL		

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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			*For Epson L1100/L1200/L3100/L3200/L5100/L5200, cyan,Genuine; **Unit:** BOTTLE; **Quantity:** 11.00		
			INK REFILL *For Epson L1100/L1200/L3100/L3200/L5100/L5200, magenta,Genuine; **Unit:** BOTTLE; **Quantity:** 8.00		
			INK REFILL *For Epson L3110 original Black, Genuine; **Unit:** BOTTLE; **Quantity:** 25.00		
			INK REFILL *For Epson L3110 original Cyan, Genuine; **Unit:** BOTTLE; **Quantity:** 15.00		
			INK REFILL *For Epson L3110 original Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 10.00		
			INK REFILL *For Epson L3110 original Yellow, Genuine; **Unit:** BOTTLE; **Quantity:** 30.00		
			INK REFILL *For Epson L3210 original ink BLACK, Genuine; **Unit:** BOTTLE; **Quantity:** 40.00		
			INK REFILL *For Epson L3210 original ink CYAN, Genuine; **Unit:** BOTTLE;		

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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			Quantity: 35.00		
			INK REFILL *For Epson L3210 original ink Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 5.00		
			INK REFILL *For Epson L3210 original ink Yellow, Genuine; **Unit:** BOTTLE; **Quantity:** 35.00		
			INK REFILL *For Epson L3250 Black, Genuine; **Unit:** BOTTLE; **Quantity:** 10.00		
			INK REFILL *For Epson L3250 Cyan, Genuine; **Unit:** BOTTLE; **Quantity:** 5.00		
			INK REFILL *For Epson L3250 Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 5.00		
			INK REFILL *For Epson L360 Black, Genuine; **Unit:** BOTTLE; **Quantity:** 2.00		
			INK REFILL *For Epson L360 Cyan, Genuine; **Unit:** BOTTLE; **Quantity:** 2.00		
			INK REFILL *For Epson L360 Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 2.00		
			INK REFILL *For Epson L360 Yellow, Genuine; **Unit:** BOTTLE; **Quantity:** 2.00		

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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			INK REFILL *Must be compatible with Epson L6270 Ecotank Black, Genuine; **Unit:** BOTTLE; **Quantity:** 11.00		
			INK REFILL *Must be compatible with Epson L6270 Ecotank Cyan, Genuine; **Unit:** BOTTLE; **Quantity:** 6.00		
			INK REFILL *Must be compatible with Epson L6270 Ecotank Magenta, Genuine; **Unit:** BOTTLE; **Quantity:** 6.00		
			INK REFILL *Must be compatible with Epson L6270 Ecotank Yellow, Genuine; **Unit:** BOTTLE; **Quantity:** 6.00		

Total Quoted Amount: _____

xxxxxxxx NOTHING FOLLOWS xxxxxxxx

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