



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 and Snacks for the Innovation Express: From IP Learning to Patent Claim Drafting on September 14-18, 2026., RAF-101-26-08-542 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract : 243,000.00
Location : Butuan City-Hotel
Delivery : on September 13-18, 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 September 3, 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 Good

REDACTED

Noted:

REDACTED

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





QUOTATION



66906

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

Date: August 27, 2026
PR #: RAF-101-26-08-542
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 Please do not quote if you do not have ready stocks.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	ACCOMMODATION *Room type: 2 Superior/Standard Rooms - for 5 nights *Inclusion: w/ free breakfast, free wi-fi, and amenities. *Check In Date: September 13, 2026 2:00 PM *Check Out Date: September 18, 2026 12:00 NN; Unit: NIGHT; Quantity: 10.00		
			MEALS *Day 1- September 14, 2026 Lunch good for 52 pax *Menu: Rice, Chicken Teriyaki, Pork Broccoli, Lumpia Shanghai, Egg Drop Soup, Fresh Fruits, Soft drinks *Day 2- September 15, 2026 Lunch good for 52 pax *Menu: Rice, Salt and Pepper Fish, Garlic Chicken, Sotanghon Guisado, Mushroom Soup, Soft drinks, Fruit Salad *Day 3- September 16, 2026 Lunch good for 52 pax *Menu: Rice, Soft drinks, Fish Kinilaw, Garlic Buttered Shrimp, Lumpia Shanghai, Fresh Fruits *Day 4- September 17, 2026 Lunch good for 52 pax *Menu: Rice, Soft drinks, Fish Tinola, Bam-i, Chicken Ala King, Fruits *Day 5- September 18, 2026 Lunch good for 52 pax *Menu: Rice, Soft drinks, Chopsuey (Chicken), Beef Steak Pinoy Style, Fish Fillet n' Sweet & Sour Sauce, Coffee Jelly; Unit: EACH; Quantity: 260.00		
			SNACKS *Day 1- September 14, 2026 A.M. Snacks good for 52 pax		

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Delivery Point: Butuan City-Hotel
Delivery Period: on September 13-18, 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.



66906

SIGNATURE OVER PRINTED NAME
NAME OF SUPPLIER/DEALER



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Vice President for Administration and Finance

ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			*Menu: Palagsing, Hot Choco		
			*Day 1- September 14, 2026 P.M. Snacks good for 52 pax		
			*Menu: Burger with Chips, Orange Juice		
			*Day 2- September 15, 2026 A.M. Snacks good for 52 pax		
			*Menu: Tuna Sandwich, Chips, Four Seasons Juice		
			*Day 2- September 15, 2026 P.M. Snacks good for 52 pax		
			*Menu: Meatroll, Apple Juice		
			*Day 3- September 16, 2026 A.M. Snacks good for 52 pax		
			*Menu: Tumpi (dark flat cake), Hot Choco		
			*Day 3- September 16, 2026 P.M. Snacks good for 52 pax		
			*Menu: Burger, Lemon Juice		
			*Day 4- September 17, 2026 A.M. Snacks good for 52 pax		
			*Menu: Clubhouse Sandwich with Chips, Four Seasons Juice		
			*Day 4- September 17, 2026 P.M. Snacks good for 52 pax		
			*Menu: Chocolate Moist Cake, Apple Juice		
			*Day 5- September 18, 2026 A.M. Snacks good for 52 pax		
			*Menu: Suman (Glutinous Rice) Hot Choco		
			*Day 5- September 18, 2026 P.M. Snacks good for 52 pax		
			*Menu: Banana Cue and Kamote Cue, Orange Juice		
			*Venue: Any Hotel within Butuan City		
			*Contact Person: Godfrey Jan Baylo CP No. 09121367822; Unit:		
			EACH; Quantity: 520.00		

Total Quoted Amount: _____

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ALEXANDER T. DEMETILLO, D.Eng

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XXXXXXXXX NOTHING FOLLOWS XXXXXXXXX					

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