



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 Semi-Expendable-ICT Equipment For the Conduct of DENR-Biodiversity Assessment of the Eastern Mindanao Biodiversity Corridor Cluster 2(FEB 25 to Aug. 25, 2025_extn. July 31, 2026)., TRF-184-26-08-255 in accordance with the Implementing Rules and Regulations of Republic Act No. 12009.

Approved Budget for the Contract : 204,700.00

Location : Caraga State University - Main Campus - Supply Office

Delivery : Within thirty (30) days after receipt of P.O.

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 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





Caraga State University
Ampayon, Butuan City

QUOTATION



66496

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

Date: August 12, 2026
PR #: TRF-184-26-08-255
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 Please do not quote if you do not have ready stocks.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	LAPTOP COMPUTER Processor: Minimum 10-core processor (or equivalent performance) with at least 12 threads Maximum turbo frequency of 4.4 GHz or higher Minimum 12 MB Smart Cache Integrated graphics capable of supporting Full HD displays Memory Minimum 8 GB DDR5 RAM (4800 MT/s or higher) Expandable to at least 24 GB through available memory upgrade options Storage Minimum 512 GB PCIe NVMe SSD (PCIe Gen 4 or better) Expandable storage through at least one additional M.2 SSD slot or equivalent manufacturer-supported expansion Display 15.6-inch (or 14-inch if preferred) Full HD (1920 x 1080) Anti-glare LED display Graphics Integrated graphics supporting: Dual display output Hardware video acceleration Graphics API version 12 or later Camera and Audio		

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Delivery Period: Within thirty (30) days after receipt of P.O.

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



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Ampayon, Butuan City

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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			Full HD (1080p) webcam Privacy shutter or equivalent privacy feature Dual microphones Dual stereo speakers with audio enhancement technology Battery Minimum 55 Wh battery Minimum 65 W USB-C or manufacturer-standard fast charger Operating System Latest stable 64-bit desktop operating system Genuine, licensed, pre-installed, and activated Perpetual license Productivity Software Licensed office productivity suite Wireless Connectivity Wi-Fi 6 (802.11ax) or newer Bluetooth 5.2 or newer Ports Minimum: Two USB Type-A ports (5 Gbps or higher) One USB Type-C port supporting data transfer and DisplayPort or equivalent video output One HDMI port One audio combo jack One SD or microSD card reader (optional if not required) Power connector (USB-C or manufacturer-standard)		

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ITEM	QTY	UNIT	NAME AND DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL PRICE
			Expansion User-upgradable memory and storage, as supported by the manufacturer Warranty Minimum 2 years manufacturer's warranty with parts and labor; Unit: UNIT; Quantity: 3.00		
			PRINTER *Printing Type: Print, Scan, Copy and Fax with ADF Printing Method: Advanced inkjet printhead technology Printer Language: ESC/P- R,ESC/P Raster Nozzle Configuration:400X1nozzle black ,128 x 1 per colour (cyan, magenta ,yellow) Maximum resolution:4800 x 1200dpi Automatic 2 sided, printing yes up to a4 Printing Speed: photo default -1015 cm 4x6 *1 approx. 69 sec per photo /92 sec per photo Draft ,A4 (black /colour) up to 33.0ppm/20.0ppm *2 ISO 24734,a4 duplex (black/colour): simplex up to 15.5ipm/8.5 Compact integrated tank design Print speeds up to 15.5ipm for black and 8.5ipm for colour Auto-Duplex printing ADF capability Ethernet & Wi-Fi Direct Seamless setup with Smart Panel Borderless Printing up to A4 size Spill-free ink refilling *Can print glossy paper * Warranty of 2 years of 50,000 pages, whichever comes first; Unit: UNIT; Quantity: 1.00		
			SCANNER *Type: document scanner-sheetfed (using manual feed slot).		

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			*Feeder capacity: 30 sheets. *Up to 600 dpi in scanning resolution. *Bit depth: 48-bit. *Control panel : 2 front-panel buttons (cancel, scan). *Automatic document feeder capacity: standard, 1 sheet (using manual feed slot). *Automatic document feeder speed: Up to 5 ppm/8 ipm (b&w, color, 300 dpi). *Scanning options (ADF): single-pass duplex. *Scan size (ADF) maximum : 216 x 356mm. *Scan size (ADF) minimum: 52 x 74mm. *Connectivity, standard: 1 Hi-speed USB 2.0. *Power: USB powered. *Power consumption: 2.5 watts. *Warranty: 1 year on parts and services. *Presence of Service Centers within Butuan City and or Caraga.; Unit:		

Total Quoted Amount: _____

xxxxxxxxx NOTHING FOLLOWS xxxxxxxxx

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