



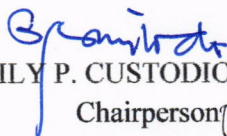
OFFICE OF THE BIDS & AWARDS COMMITTEE

July 20, 2023

Dear Sir/Madam:

May we invite you to participate and submit proposals in the procurement of PRINTING SUPPLIES Under Small Value Procurement with an agency estimate of **TWO HUNDRED ELEVEN THOUSAND FIVE HUNDRED PESOS ONLY (Php211,500.00)** for the following items subject to the Terms and Conditions stated below:

Very truly yours,


 LILY P. CUSTODIO, Ph.D.
 Chairperson

Date: _____

DR. PATRICK ALAIN T. AZANZA
 SUC President III
 Catanduanes State University

Attention: DR. LILY P. CUSTODIO
 BAC Chairperson

Sir:

I/WE offer to supply PRINTING SUPPLIES as stated in your invitation, in the amount of

(Php _____) in accordance with Section 53.9 RIRR of RA 9184.

Item No.	Unit of Measure	DESCRIPTION	QTY	BID OFFER	
				UNIT COST	TOTAL
1	roll	YMCKO Ribbon, 200 Images/Roll	45		
		ABC: Php211,500.00			



Please deliver in: **Supply Office, Catanduanes State University – Main Campus**
Virac, Catanduanes

Terms and Conditions:

1. The delivery period is twenty (20) calendar days upon receipt of Purchase Order.
2. The bid evaluation shall be **per lot**.
3. The winning bid shall be based on the best and final offer in all aspects of the proposal and should not exceed the agency estimate as stated above.
4. Should you be interested, please submit in a sealed envelope, your bid on or before July 25, 2023 in the CatSU BAC Secretariat.
5. The bid validity is ninety (90) days after receipt of this offer. Warranty period is three (3) months for expendable supplies and one (1) year for non-expandable supplies from the date of acceptance by the Catanduanes State University.
6. The following documents are required to be attached upon submission of the quotation:
 - a. Mayor's/Business Permit
 - b. PHILGEPS Registration Number or PHILGEPS Certificate
 - c. Omnibus Sworn Statement (for ABC's above Php50,000.00)

OTHER OFFER/CONDITIONS:

After having carefully read and agreed to your terms and conditions, we offer to deliver the items at the prices we quoted above.

Respectfully yours,

Printed name and signature of supplier

Position: _____

Date : _____

Contact No.: _____