



REQUEST FOR QUOTATION/BID FORM

Date: July 17, 2025

PR No.: 2025-06-884

Fund: 101

End-User: Various Users

Project Name: Procurement of ICT Supplies for Various Office at CatSU Main Campus

ABC: Two Hundred Three Thousand Two Hundred Forty Two Pesos & 50/100
(203,242.50)

Mode of Procurement: Small Value Procurement (Section 34 of the IRR of RA 12009)

Mode of Evaluation: Lot Evaluation

Delivery Period: Fifteen (15) calendar days upon receipt of P.O.

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your quotation duly signed by your representative not later than **JULY 22, 2025** sealed in an envelope.

ROMMEL S. TORRES
BAC Vice Chairperson

Note:

- Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Bidder may submit, if available, original brochure showing certifications of the product being offered.
- Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
- Documentary requirements shall be attached upon submission of the quotation:
 - Mayor's/Business Permit
 - PhilGEPS Registration Certificate
 - Income/Business Tax Returns (for ABC's above P500K)
 - Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award

Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
1	Digital Voice Recorder Specifications: 4GB internal memory expandable to 32GB With micro SD S-microphone sysem records, distant or quiet sounds Clearly built-in USB connector	2	unit				
2	Epson 001 TO3Y, Black	3	bottle				
3	Epson 001 TO3Y, Cyan	1	bottle				
4	Epson 001 TO3Y, Magenta	1	bottle				
5	Epson 001 TO3Y, Yellow	1	bottle				
6	Epson L15150 refill ink 008 Black, 127 ml	15	bottle				
7	Epson L15150 refill ink 008 Cyan, 70 ml	15	bottle				
8	Epson L15150 refill ink 008 Magenta, 70 ml	15	bottle				
9	Epson L15150 refill ink 008 Yellow, 70 ml	15	bottle				
10	Epson L3110 refill ink Black, 65ml	15	bottle				
11	Epson L3110 refill ink Cyan, 65ml	8	bottle				
12	Epson L3110 refill ink Magenta, 65ml	9	bottle				
13	Epson L3110 refill ink Yellow, 65ml	8	bottle				
14	Epson L3210 refill ink 003 Black, 65ml	49	bottle				



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
Virac, Catanduanes

15	Epson L3210 refill ink 003 Cyan, 65ml	24	bottle				
16	Epson L3210 refill ink 003 Magenta, 65ml	24	bottle				
17	Epson L3210 refill ink 003 Yellow, 65ml	24	bottle				
18	Epson L360 refill ink T6641, 70 ml	7	bottle				
19	Epson L360 refill ink T6642, 70 ml	4	bottle				
20	Epson L360 refill ink T6643, 70 ml	4	bottle				
21	Epson L360 refill ink T6644, 70 ml	4	bottle				
22	Epson L5190 refill ink Black, 65 ml	40	bottle				
23	Epson L5190 refill ink Cyan, 65 ml	15	bottle				
24	Epson L5190 refill ink Magenta, 65 ml	15	bottle				
25	Epson L5190 refill ink Yellow, 65 ml	15	bottle				
26	Maintenance Box Epson L15150 (C9345)	1	piece				
27	UPS, 650VA, 230V, with AVR, universal sockets	2	unit				
28	USB flash drive, 32GB, w/simple drag-and drop file feature, interface: 2.0 & design for maximum portability	5	piece				
29	Universal TV Remote Compatible for Smart TV Specifications: Remote Control Wifi fluorescent buttons Soft and easy to press Battery: AAA	3	unit				
TOTAL BID PRICE							

After having carefully read and accepted your General Conditions, I/We submit our quotation/s for the item/s above.

Signature over Printed Name

Position/Designation

Office Mobile No. / E-mail Address

TERMS AND CONDITIONS

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
3. The item/s shall be delivered according to the accepted offer of the bidder.
4. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
5. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CatSU may 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 action and remedies open to it.
6. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.