



REQUEST FOR QUOTATION

Date: February 26, 2026
PR No. 2026-02-163, 172,
189, 191, 212, 217,
244 part, 254part,
257 & 262

Company/Business Name: _____
Address: _____
TIN: _____
PhilGEPS Registration Number: _____

The **Catanduanes State University**, through the Bids and Awards Committee (BAC), intends to procure **Janitorial Supplies** with an Approved Budget for the Contract (ABC) of **Three Hundred Nineteen Thousand Four Hundred One Pesos (PhP319,401.00)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative on or before **March 3, 2026, 5:00 PM** at the Office of the Procurement Unit, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Quotations may also be submitted through the email address indicated below.

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:


- a. **Valid Mayor's/Business Permit**
- b. **Valid and updated Certificate of PhilGEPS Registration (for Platinum Membership) or**
- c. **Screenshot of PhilGEPS Registration account, page or dashboard (for Red Membership)**

The supplier/service provider with the Single/Lowest Calculated and Responsive Quotation shall submit its **Notarized Omnibus Sworn Statement** (for ABC's above PhP50,000.00) and **Latest Income/Business Tax Returns** (for ABC's above PhP500,000.00) within a non-extendible period of five (5) calendar days from receipt of the Notice of Award.

The Head of the Procuring Entity (HOPE) of the CatSU reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 0997-924-9902 / 0949-136-9639 or send email to catsubacsec@gmail.com.

By the Authority of the Bids and Awards Committee (BAC):


ARTHUR I. TABIRARA, Ph.D.
Chairperson, BAC



PR No. 2026-02-163, 172,
 189, 191, 212, 217,
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 257 & 262

Fund: 101
 End-User: Various end-users

Date: _____

The Bids and Awards Committee
 Catanduanes State University
 Virac, Catanduanes

Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item No.	UOM	Description/ Technical Specifications	QTY	Statement of Compliance	Offered Brand/Model	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
Procurement of Janitorial Supplies for Various Offices							
1	can	Air Freshener, aerosol, 320 ml (lemon)	5				
2	can	Air Freshener, aerosol, 320 ml lavender, cherry blossoms, fresh lemon)	8				
3	can	Air Freshener, gel type, big	1				
4	gallon	Alcohol (70% isopropyl) 500 ml, scented with moisturizer	13				
5	gallon	Alcohol (70% isopropyl) 500 ml, spray, scented with moisturizer	5				
6	gallon	Alcohol (70% isopropyl) 1 gallon, scented with moisturizer	23				
7	pc	Antibacterial glass/mirror cleaner, 500ml	2				
8	pack	Bathroom tissue, 2ply, 10 rolls per pack	15				
9	pack	Bathroom tissue, 3ply, 10 rolls per pack	47				
10	pc	Bath soap, germicidal, 130g	90				
11	pc	Bath soap, germicidal, 65g	100				
12	bottle	Bleach, multi-purpose, anti bacterial protection, original scent, 1000ml	127				
13	pc	Broom soft (tambo)derecho, standard size	62				
14	pc	Broom (plastic) fiber standard size	5				
15	pc	Broom stick (walis tingting) standard size	78				
16	bar	Detergent bar, laundry soap, min.400 gms	30				
17	btl	Detergent liquid soap, 1 kg, lemon scent	30				
18	pack	Detergent cleanser powder, 1 kg	123				
19	can	Disinfectant spray, hospital grade, surface disinfectant, aerosol, 340g	63				
20	box	Disposable facemask, black, 50/box, for utility worker use	5				



21	bottle	Dishwashing Foam/scrub	40				
22	bottle	Dishwashing liquid (1 liter) lemon	55				
23	pc	Doormat, all cotton, 24" x 35"	6				
24	pc	Doormat (oval/rectangular shape)	70				
25	pc	Doormat floor mat anti-slip high quality mat, 40x60	7				
26	pc	Dust Pan, non-rigid plastic, large	40				
27	pc	Flat Mop with bucket self washing and squeezing dry floor mop 2in1 360 rotating	4				
28	pc	Foldable and rotatable broom dust pan, with comb brush	5				
29	pc	Floorwax liquid type, for all types of floor, emulsion type	1				
30	bottle	Glass and multi-surface cleanser, 500ml with spray	1				
31	pair	Gloves, cotton with rubber (for construction), Large	10				
32	pair	Gloves, rubber, medium (for janitorial)	10				
33	bottle	Handwash soap, liquid, disinfects and moisture with nozzle, 750ml (lemon)	52				
34	btl	Insect Repellant Spray, 500ml	10				
35	bottle	Liquid sosa, 1 liter	3				
36	pc	Mop Head, 100% rayon, 400gms.	18				
37	unit	Mop and spin dry bucket set with microfiber mop head	4				
38	pc	Mop handle, screw type, heavy duty, wooden handle	3				
39	btl	Multi-insect killer, 500ml., solvent based, aerosol	16				
40	bottle	Multi-purpose cleanser, liquid, classic, antimicrobial for toilet and floors 1L	43				
41	gallon	Muriatic Acid, household use, hydrochloric acid-15%	24				
42	pc	Pail, plastic, 24L, Red	5				
43	pc	Pail, plastic, 16L, Red	5				
44	pc	Plastic water dipper, black	8				
45	pack	Powder detergent 500g	125				
46	kg	Rags, all cotton 7" diameter	6				
47		Rubber boots, LARGE	2				
48	btl	Sanitizing gel, 250 ml	3				
49	bottle	Toilet bowl & urinal cleaner, antibacterial, 100ml per bottle	10				
50	pc	Toilet brush, heavy duty, with holder	15				
51	pc	Toilet deodorant cake, 50g with cover, assorted	70				
52	pc	Toilet deodorant cake, 50g with cover, Lavender scent	20				
53	pc	Toilet Deodorant Cake, 50g., with cover, lemon scent	10				
54	pc	Toilet pump with holder	12				
55	pc	Tornado Mop & Spin Dry Bucket Set, 360 Degrees Rotating Mop Head; push Mop; Color: Beige, Brown	2				





56	roll	Trash bag, plastic, black, 10 pcs/roll, hev duty, 2XL	140				
57	roll	Trash bag, plastic, black, 10 pcs/roll, hev duty, XL	195				
58	roll	Trash bag, plastic, black, 10 pcs/roll, heavy duty, large	237				
59	roll	Trash bag, plastic, black, 10 pcs/roll, heavy duty, medium	130				
60	pc	Trash Bin with cover, wheels and lock, 80L, black	4				
61	pc	Trash Can with swing lid, 60L, black	7				
62	pc	Waste basket, non-rigid plastic, 9.75 liter	2				

Mode of Evaluation:	Lot
Delivery Period:	Within Fifteen (15) calendar days upon receipt of Purchase Order

FINANCIAL OFFER:

Approved Budget for the Contract	Total Offered Quotation (inclusive of VAT)
Three Hundred Nineteen Thousand Four Hundred One Pesos (PhP319,401.00)	In words: _____ In figures:

Signature over Printed Name

Position/Designation

Office Phone/Mobile No.

Email Address



INSTRUCTIONS

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. If another form is used other than the RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
3. All technical specifications must be complied with. Failure to comply with any of the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations maybe submitted through electronic mail @ catsubacsec@gmail.com.
5. Quotations. Including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or their authorized representative/s.
3. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the CatSU shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning supplier/provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
10. 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 to day. 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.
11. 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.