



## REQUEST FOR QUOTATION

Date: April 10, 2026

PR No. 2026-03-621

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

The **Catanduanes State University**, through the Bids and Awards Committee (BAC), intends to procure **Office Supplies** with an Approved Budget for the Contract (ABC) of **Six Hundred Fifty Seven Thousand Five Hundred Forty Eight Pesos and 10/100 (PhP657,548.10)** 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 **April 15, 2026, 11:00 AM** at the Office of the Procurement Unit, 1<sup>st</sup> 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](mailto:catsubacsec@gmail.com).

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

**ARTHUR I. TABIRARA, Ph.D.**

Chairperson, BAC



PR No. 2026-03-621  
 Fund: 164  
 End-User: Dr. Jose Z. Tria/RDS

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)
		<b>Procurement of Office Supplies for Ongoing Research Studies with Contract Nos. RC-2026-001 to 003; RC-2026-011 to 022; RC-2026-024 to 053; RC-2026-055 to 060 under Research and Development Services</b>					
1	piece	Arc file folder, 3 hole, LD300, 3", LONG, Blue	102				
2	piece	Ballpen, sign pen, BLUE	510				
3	box	Binder Clip, backfold 1 1/4" (32mm) (12's/bx)	102				
4	box	Binder Clip, backfold 1 5/8" (41mm) (12's/bx)	102				
5	box	Binder Clip, backfold 1" (25mm) (12's/bx)	102				
6	box	Binder Clip, backfold 2" (51mm) (12's/bx)	102				
7	box	Binder Clip, backfold 3/4" (19mm) (12's/bx)	102				
8	piece	Certificate Holder, A4, BLUE	255				
9	piece	Clear Book, LEGAL	51				
10	box	Cork Pin/Push pin 100s	51				
11	piece	Data File Box LEGAL, BLUE	153				
12	piece	Eraser, blackboard/whiteboard	102				
13	piece	Folder, white, pre-punched, 14 points, A4	510				
14	piece	Folder, white, pre-punched, 14 points, LEGAL	510				
15	piece	Glue, multi-purpose, non-toxic fast dry, for nonporous materials, 130g	102				
16	piece	Highlighter neon GREEN	204				
17	piece	ID lace, GREEN	255				
18	piece	Marking PEN for whiteboard, FELT TIP, BLACK	255				
19	pad	Note pad, stick on, 3x4, YELLOW	204				
20	pad	Note pad, stick on, 3x2	204				
21	pad	Note pad, stick on, 3x3	204				



22	pad	Note pad, stick on, 3x4	204			
23	pad	Note pad, stick on, 4x4	204			
24	ream	Paper, Multi-copy paper, subs. 24, 80 gsm, white, A4 (8.27 X 11.69)	510			
25	ream	Paper, Multi-copy paper, subs. 24, 80 gsm, white, LEGAL (8.5 X 13)	255			
26	ream	Paper, Colored, SHORT, Assorted Colors, 250 sheets, 80 gsm	51			
27	pack	Paper, photo, A4 (220 GSM)	51			
28	pack	Paper, Vellum 200 gsm LONG WHITE (for certificates)	102			
29	pack	Paper Clip Vinyl Coated, jumbo (33mm)	153			
30	piece	Pencil #2 (Fine, exact point, soft, non-smudge eraser)	510			
31	piece	Record Book 500 pages w/ printed "Official Record Book"	51			
32	piece	Ring Binder (1/2" x 44") Plastic, BLACK	102			
33	piece	Ring Binder (3/4" x 44") Plastic, BLACK	102			
34	pc	Ruler Plastic 18"	51			
35	pack	Specialty Paper (10's) 220 gsm A4 WHITE	102			
36	piece	Scissors, symmetrical, 215mm min. overall length, for office use	51			
37	piece	Scissors, stainless steel blade, 6 inches, with comfortable plastic handle, suitable for office and general use	51			
38	piece	Stamp Pad, clear stamp, felt no.2	51			
39	piece	Stamp pad Ink, Blue, 50ml with applicator	51			
40	box	Staple Wire, No. 35, standard 267/6, 5000s/box	51			
41	piece	Stapler, office use, loads 100 pcs no. 35 staples, ergonomic style	51			
42	roll	Tape, double-sided 1", 50m	102			
43	roll	Tape, masking, 12mm (1/2") width, usable length of 50m	102			

Mode of Evaluation:

Lot

Delivery Period:

Within Twenty Five (25) calendar days upon receipt of Purchase Order

**FINANCIAL OFFER:**

Approved Budget for the Contract	Total Offered Quotation (inclusive of VAT)
<b>Six Hundred Forty Seven Thousand Five Hundred Forty Eight Pesos and 10/100</b>  <b>(PhP657,548.10)</b>	In words: _____
	In figures: _____



Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**  
Virac, Catanduanes



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Signature over Printed Name

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Position/Designation

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Office Phone/Mobile No.

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Email Address



**Annex A**

**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 may be submitted through electronic mail @ [catsubacsec@gmail.com](mailto: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.