



REQUEST FOR QUOTATION

Date: April 16, 2026

PR No. 2026-04-638 / 680

Company/Business Name: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Catanduanes State University**, through the Bids and Awards Committee (BAC), intends to procure **Hardware Supplies** with an Approved Budget for the Contract (ABC) of **Two Hundred Nine Thousand Nine Hundred Twenty Pesos (PhP209,920.00)** 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 **April 21, 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. 2026-04-638 / 680
 Fund: 164
 End-User: KQAldea / VP-AA
GSarmiento / GSU

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 Hardware Supplies for the Office of the VP-AA and General Services Unit					
		Lot 1 - For the Fabrication of Conference and Computer Table at the Office of the VP-AA - (ABC - 35,335.00)					
1	pcs	Marine Plywood 3/4"thk x4' x 8'	2				
2	pcs	Wood Edging 1/2" thk x 1" x 10' (Liston)	7				
3	pcs	Wood Glue , 1L	6				
4	kgs	Finishing Nails, 1"	4				
5	pair	Full Extension Drawer Slide, 16" (Soft Close)	1				
6	pc	Drawer Lock	1				
7	pc	Desk Cable Whole Grommet	1				
8	pcs	Tubular bar, 50mm x 50mm x 1.2 mm thk.-6m	3				
9	kgs	Welding Rod	25				
10	pcs	Metal Cutting Disc, 4" ø	25				
11	pcs	Metal Grinding Disc, 4" ø	25				
12	gal	Oil Wood Stain (Color: Beech wood)	1				
13	gals	Lacquer Sending Sealer	2				
14	gals	Lacquer Products Varnish (Clear Gloss)	3				
15	gal	Lacquer Flo (Additive)	1				
16	gals	Lacquer Thinner	2				
17	gals	Flat Wall Enamel (White)	3				
18	gals	Semi-Gloss Enamel (White)	2				
19	liter	Semi-Gloss Enamel (Black)	1				
20	gals	Glazing Putty	2				
21	gals	Paint Thinner	2				
22	pcs	Paint Brush, 4"	4				
23	pairs	Putty Knife	2				
24	pcs	Sand Paper #100	5				
25	pcs	Sand Paper #80	5				
26	pcs	Sand Paper #60	5				
27	gal	Red Oxide Primer	1				
28	gal	Quick Drying Enamel (top coat)	1				





29	gal	Paint Thinner	1				
30	pcs	3" Paint Brush	3				
31	pcs	Baby Roller	3				
32	pcs	Sand Paper #80	5				
33	pcs	Sand Paper #60	5				
		Lot 2 - For General Services Unit Daily Repairs and Maintenance Operations - (ABC - 174, 585.00)					
1	piece	Baby Roller Brush 4"	50				
2	piece	Baby Roller Brush 4" (Filler)	80				
3	gal	Clear Gloss Lacquer	10				
4	pail	clever Sil (gray color)	3				
5	pail	Paint (Fantastic Blue)	10				
6	pail	Paint (Fantastic Winter Morning)	10				
7	pail	Gloss Latex	3				
8	gal	Lacquer Flo	5				
9	gal	Lacquer Thinner	15				
10	piece	Paint Brush 2"	10				
11	gal	Paint Thinner	10				
12	liter	Polituff w/ hardener	10				
13	cans	PVC solvent cement 200 cc	20				
14	gal	Rubberized Paint floor Coating W/ Reducer, (Black)	5				
15	gal	Rubberized Paint floor Coating W/ Reducer, (White)	5				
16	gal	Rubberized Paint floor Coating W/ Reducer, (Yellow)	5				
17	gal	Sanding Sealer Lacquer	10				
18	bag	Skimcoat (25 kls)	15				
19	liter	Tinting Color, Burnt Amber, Oil Base	5				
20	liter	Wood Stain, Maple	5				
Mode of Evaluation:		Per 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)
Two Hundred Nine Thousand Nine Hundred Twenty Pesos (PhP209,920.00)	In words: _____ _____ In figures: _____ _____

Signature over Printed Name

Position/Designation

Office Phone/Mobile No.

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.
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.