



REQUEST FOR QUOTATION

Date: July 28, 2026
PR No. IGP2026-07-046

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 **Seven Hundred Fifty One Thousand One Hundred Fifty Nine Pesos (PhP751,159.00)** 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 **August 6, 2026, 11:00 AM** 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
BAC Chairperson



PR No. IGP2026-07-046
Fund: 163
End User: E. Somido Jr./CBO

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	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
		Procurement of Hardware Supplies for Improvement of CBO Commercial Stall				
1	pcs	Square Tubular Steel, 50mm x 50mm x 2.5mm Thk.	60			
2	pcs	Rectangular Tubular Steel, 50mm x 75mm x 2.5mm Thk.	20			
3	pcs	Galvanized Iron (G.I.) Plain Sheet, Gauge 22, 4ft. x 8ft.	95			
4	pcs	Galvanized Iron (G.I.) Corrugated Roofing Sheet, Gauge 24, 4ft. x 10ft.	36			
5	ln.m	Double-sided Foil-Laminated Roof Insulation, 1.2m. Width x 10mm Thk.	350			
6	pcs	Stainless Steel Cylindrical Door Knob Set, Complete with Keys and Installation Accessories	6			
7	pcs	Barrel Bolts, Stainless Steel, Satin Finish, at least 100mm length	12			
8	pcs	Butt Hinge, Heavy Duty, Stainless Steel, at least 4 in. Length, (Suitable for Tubular Steel Framing)	60			
9	pcs	WPC Fluted Wall Panel, 140mmW x 2900mml, (Color: Walnut)	10			
10	pcs	WPC Mounting Bracket (WPCB), Concealed Type, 0.80mm Thk. Galvanized Steel, Complete w/ Accessories, Compatible w/ 140mmW WPC Fluted Wall Panel System	30			
11	pcs	Self-Drilling Roofing Screw, 2" Long, Complete w/ EPDM Sealing Washer	1000			
12	pcs	Silicone Sealant, Weather-resistant, 300ml Cartridge/Tube	10			
13	pcs	Metal Drill Bit, 1/8" Dia.	20			
14	pcs	Concrete Drill Bit, 1/8" Dia.	20			
15	pcs	Cut-Off Wheel, 14" Dia., for Metal Cutting	30			
16	pcs	Cutting Disk, 4" Dia., for Metal Cutting	20			
17	pcs	Grinding Disk, 4" Dia., for Metal Grinding	8			
18	kgs	Shielded Metal Arc Welding Electrode, E6013, 3/32 in. Dia	20			
19	piece	Marine Plywood 3/4" thk x 4' x 8'	15			



20	piece	Wood Edging, 1/2" thk. X 3/4" x 10'	36			
21	piece	Stainless Steel Flush Pull Handle, Recessed Type, Satin Finish, for 18-25mm thk Doors/Drawers, at least 120mm-150mm long, complete w/ Mounting Screws	24			
22	pairs	Concealed Hydraulic Soft-Closing Hinge, Inset Type, 35mm Cup Diameter, SS 304 w/ complete Accessories	48			
23	piece	Wood Adhesive, 500ml (PVA-based or Equivalent)	3			
24	kgs.	Finishing Nail, 2" Long	10			
25	kgs.	Finishing Nail, 1" Long	10			
26	gal.	Red Oxide Metal Primer	5			
27	gal.	Quick Drying Enamel Paint, Gloss Finish, Color: White (Topcoat)	7			
28	gal.	Paint Thinner (For Enamel Paint)	2			
29	pcs	Mini Paint Roller, 4"-6" Width	10			
30	gal	Semi-Gloss Enamel Paint (Color: Beige)	8			
31	gal	Semi-Gloss Enamel Paint (Color: White)	8			
32	gal	Wood Glazing Putty	8			
33	gal	Paint Thinner (for Enamel Paint)	6			
34	pcs	Paint Brush, 3"	22			
35	pcs	Paint Brush, 4"	12			
36	pairs	Putty Knife	6			
37	pcs	Masking Tape, 3/4" Width	15			
38	pcs	Sand Paper, #100	30			
39	pcs	Sand Paper, #80	25			
40	pcs	Sand Paper, #60	20			
Mode of Evaluation:		Lot				
Delivery Period:		Within Twenty Five (25) calendar days upon receipt of PO				

FINANCIAL OFFER:

Approved Budget for the Contract	Total Offered Quotation (inclusive of VAT)
Seven Hundred Fifty One Thousand One Hundred Fifty Nine Pesos (PhP751,159.00)	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 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.