



REQUEST FOR QUOTATION

Date: September 22, 2026
PR No. 2026-09-1118

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

The **Catanduanes State University**, through the Bids and Awards Committee (BAC), intends to procure **Customized Polo Shirt with Embroidered CatSU Logo** with an Approved Budget for the Contract (ABC) of **Three Hundred Ninety-Three Thousand Six Hundred Pesos (Php393,600.00)** 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 **September 28, 2026, 8:00 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.
Chairperson, BAC



PR No. 2026-09-1118
Fund: 101
End-User: A. Tabirara/ VPAFA

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)																								
1	piece	Supply and Delivery of Customized Polo Shirt with Embroidered CatSU Logo for the Charter Day Celebration of the University on October 19, 2026 Polo Shirt with embroidered CatSU logo, navy blue with yellow accent stripe(s) ▪ Short-sleeved polo shirt/ collared shirt ▪ Fabric: blend of cotton and polyester (65% polyester, 35% cotton) ▪ Breathable, durable, comfortable, colorfast, wrinkle-resistant, and suitable for regular use ▪ Knitted ribbed polo collar, navy blue with yellow accent stripe(s), collar width: 0.5 inch ▪ Knitted ribbed cuffs in navy blue with yellow accent stripe(s), cuff width: 0.5 inch ▪ Navy blue placket with yellow inner/edge accent, two or three-button front placket ▪ Embroidered CatSU logo, logo size: 2.5 inches in diameter Sizes: <table><tr><td>Extra Small (XS)</td><td>- 43 pcs</td></tr><tr><td>Small (S)</td><td>- 103 pcs</td></tr><tr><td>Medium (M)</td><td>- 286 pcs</td></tr><tr><td>Large (L)</td><td>- 298 pcs</td></tr><tr><td>Extra Large (XL)</td><td>- 145 pcs</td></tr><tr><td>2 XL</td><td>- 66 pcs</td></tr><tr><td>3 XL</td><td>- 26 pcs</td></tr><tr><td>4 XL</td><td>- 4 pcs</td></tr><tr><td>5 XL</td><td>- 5 pcs</td></tr><tr><td>6 XL</td><td>- 1 pc</td></tr><tr><td>7 XL</td><td>- 1 pc</td></tr><tr><td>Total:</td><td>- 978 pcs</td></tr></table> Note: Please see attached sample picture. • Supplier shall submit a pre-production and approval prior to mass production.	Extra Small (XS)	- 43 pcs	Small (S)	- 103 pcs	Medium (M)	- 286 pcs	Large (L)	- 298 pcs	Extra Large (XL)	- 145 pcs	2 XL	- 66 pcs	3 XL	- 26 pcs	4 XL	- 4 pcs	5 XL	- 5 pcs	6 XL	- 1 pc	7 XL	- 1 pc	Total:	- 978 pcs	978			
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7 XL	- 1 pc																													
Total:	- 978 pcs																													
Mode of Evaluation:		Lot																												
Delivery Period:		On or before October 16, 2026																												



FINANCIAL OFFER:

Approved Budget for the Contract	Total Offered Quotation (inclusive of VAT)
Three Hundred Ninety-Three Thousand Six Hundred Pesos (PhP393,600.00)	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.



FRONT VIEW

BACK VIEW



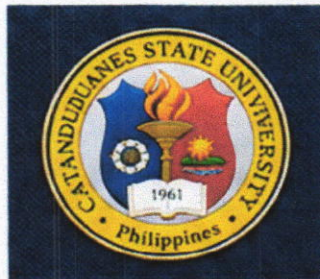
COLLAR DETAIL



PLACKET DETAIL



SLEEVE CUFF DETAIL



**EMBROIDERED LOGO
(LEFT CHEST)**



FABRIC DETAIL



BACK COLLAR DETAIL