



Republic of the Philippines
Cagayan State University
BIDS & AWARDS COMMITTEE
Tuguegarao City, Cagayan
Tel. No.: (078) 377 5520
Email: bacsecretariat@csu.edu.ph

REQUEST FOR QUOTATION

RFQ NUMBER: 2025-04-05B
PR NUMBER: 2025-01-013
RFQ DATE: April 15, 2025
END-USER: ENGR. THERESA B. DIMALANTA

PURPOSE: For CSU Properties
DATE OF ACTIVITY, IF ANY:
CLOSING DATE OF OPPORTUNITY: April 23, 2025

GENERAL CONDITIONS:

- Write legibly. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s
- Delivery period must be within _____ calendar days upon receipt of purchase order. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
- Warranty shall be for a period of ____ months/year from acceptance of the procuring entity if applicable.
- Price quotations exceeding the Approved Budget for the Contract shall be rejected.
- Quotation is INCLUSIVE OF TAX AND DELIVERY COST.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

- Copy of valid and updated Business/Mayor's Permit;
- Certificate of PhilGEPS Registration;
- Professional License /Curriculum Vitae (for Consulting Services) and
- Valid PCAB License (for Infrastructure).

Prior to award and condition for payment, you will be required to submit:

- Notarized Omnibus Sworn Statement (GPPB-prescribed forms); and/or
- Income/ Business Tax Return (for ABC's above Php 500k)

Please quote your best and lowest price you can offer for the item/s below and state the shortest time of delivery.

Kindly submit/email your quotation duly signed by your representative together with the above-stated requirements on or before the deadline of submission stated above.

Note: All fields must be filled, please write "N/A" or none if not applicable nor available.

SHERWIN B. PASIGAN
Official Canvasser

MR. RAMON HENRY PEREGRINO O. KANAPI, RN, MAN
UNIVERSITY BAC CHAIRPERSON

TO: Cagayan State University- Andrews Campus
Caritan Sur, Tuguegarao City, Cagayan

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s follows:

No.	UNIT	QTY	Description	Recommended model	Unit Cost	Total Cost
1	pcs	35,700	Property Sticker Glossy Weather Proof Size 4.1" x 2.3" *See attached Dummy BREAKDOWN PPE Sticker (Color light yellow) ICS Sticker (Color light Green) PTR STICKER (Color light blue)			
ABC: 178,500.00						

Canvassed as: ☐ PER ITEM ☒ PER LOT

I hereby bind myself and certify to comply with all the above Technical Specifications and Schedule of Requirements.





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Corporate Name: _____
Address: _____
Contact No./Email Address: _____
TIN No: _____
PhilGEPS Registration Number: _____

Signature Over Printed Name of Authorized Representation



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LOCATION	
PAR NUMBER	
FUND CLUSTER	
PROPERTY NUMBER	
ARTICLE & DESCRIPTION	
MODEL NUMBER	
SERIAL NUMBER	
ACQUISITION DATE	
ACQUISITION COST	
ESTIMATED USEFUL LIFE	
PERSON ACCOUNTABLE	
VALIDATION/SIGNATURE	

PPE TAG (50,000 & ABOVE)

LOCATION	
ICS NUMBER	
FUND CLUSTER	
INV. ITEM NUMBER	
ARTICLE & DESCRIPTION	
MODEL NUMBER	
SERIAL NUMBER	
ACQUISITION DATE	
ACQUISITION COST	
ESTIMATED USEFUL LIFE	
PERSON ACCOUNTABLE	
VALIDATION/SIGNATURE	

SEMI-EXPENDABLE PROPERTY TAG (BELOW 50,000)

LOCATION	
PTR NUMBER	
FUND CLUSTER	
PAR/ICS NUMBER	
PROP/INVENTORY NO.	
ARTICLE & DESCRIPTION	
MODEL NUMBER	
SERIAL NUMBER	
ACQUISITION DATE	
ACQUISITION COST	
PERSON ACCOUNTABLE	
VALIDATION/SIGNATURE	

PROPERTY TRANSFER TAG (FOR BOTH PPE AND SEMI)