



OFFICE OF THE BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The **Caraga State University-Cabadbaran Campus**, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement (Small Value Procurement) for the project: **SUPPLY AND DELIVERY OF STENO WRITER WITH COMPUTER AIDED TRANSCRIPTION SOFTWARE** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget
for the Contract : **Php 950,000.00**
Location : CSUCC, Cabadbaran City
Delivery : 30 Days upon approval of the Purchase Order
Technical
Specifications : Information and Technology

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed price quotation form (Annex "A") not later than **5:00 P.M. on May 23, 2022**. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission. Award of contract shall be made to the lowest quotation, which complies with the minimum technical specifications and other terms and conditions stated therein.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/ her duly authorized representative/s. The **Caraga State University-Cabadbaran Campus** shall have the right to inspect and/ or test the goods to confirm their conformity to the technical specifications.

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 of delay. The **Caraga State University-Cabadbaran Campus** shall 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.

The **Caraga State University-Cabadbaran Campus** reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

SGD. FLORDELIZA G. ALBURO, Ph.D.
BAC Chairperson

Noted:

SGD. MARILYN B. CASTILLO, Ed.D.
Chancellor