



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus

Indang, Cavite, Philippines
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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Furniture for STAARRDEC

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Furniture for STAARRDEC”** with an Approved Budget for the Contract (ABC) of **Three Hundred Ninety-Seven Thousand Four Hundred Sixty-Four Pesos and 85/100 Only (PhP 397,464.85)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	10	units	Shelves, open, 6-layer, steel		397,464.85
2.	10	units	Shelves, back-closed, 6-layer, steel		
3.	20	units	Table, with under shelf or storage, 18" x 24", laminate top, adjustable legs		
4.	5	units	Shelves, open, 5-layer, boltless steel rack		
5.	50	reams	Bond Paper, A4, 70gsm		
6.	1	unit	Router, 3-in-1 router/access point/range extender wireless modes, with two external 5dBi antennas for more powerful and wider coverage		
7.	1	unit	Fax Machine, 3-in-1 sheet fed digital fax machine; with up to 10 sheets ADF; 9,600bps (fax) modem; up to 2ppm print speed, 512KB standard memory, up to 30 sheets paper capacity		
8.	5	cart	Ink Cart, Epson 4150, black		
9.	5	cart	Ink Cart, Epson 4150, yellow		
10.	5	cart	Ink Cart, Epson 4150, magenta		
11.	5	cart	Ink Cart, Epson 4150, cyan		
12.	5	cart	Ink Cart, Epson 5190, black		
13.	5	cart	Ink Cart, Epson 5190, yellow		
14.	5	cart	Ink Cart, Epson 5190, magenta		
15.	5	cart	Ink Cart, Epson 5190, cyan		
16.	2	units	External Hard Drive, 2TB		
17.	5	pcs	Flash Drive, 2GB		
18.	2	pcs	Puncher, paper, heavy duty, with two-hole guide		
19.	2	pcs	Sharpener		
TOTAL AMOUNT					397,464.85




2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and materials. Warranty for equipment must not be less than one (1) year from the date of acceptance and shall be accompanied with Warranty Certificate.
5. The quotation must be submitted to the Supply Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of December 3, 2020.**

Address : Supply Office, Administration Building
Cavite State University
Indang, Cavite

E-mail : supplyoffice@cvsu.edu.ph

Telefax : (046) 862-0852

6. The CvSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. CvSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


PRECIOSA G. ERAÑA
BAC Secretary, Goods and Services