



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 for UCSS


1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for UCSS”** with an Approved Budget for the Contract (ABC) of **Fifty-Six Thousand Five Hundred Forty Pesos Only (PhP 56,540.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	30	pcs	Ballpen, black	5.00	150.00
2.	10	packs	Photo Paper, glossy, 20pcs/pack, 200gsm	85.00	850.00
3.	2	sets	Tornado Mop, big	1,300.00	2,600.00
4.	1	unit	Electric Fan, stand fan, 18”	1,300.00	1,300.00
5.	2	pcs	Stapler, HD, with remover, #35	240.00	480.00
6.	1	pc	Wall Clock	250.00	250.00
7.	2	units	Keyboard, USB-type	400.00	800.00
8.	3	units	Chair, office, high back, leather	6,000.00	18,000.00
9.	5	pcs	LED Bulb, 5 watts	110.00	550.00
10.	5	pcs	LED Bulb, 7 watts	120.00	600.00
11.	5	pcs	LED Bulb, 9 watts	160.00	800.00
12.	5	pcs	Albatross, big	48.00	240.00
13.	5	pcs	Albatross, small	23.00	115.00
14.	5	pcs	Alcohol, 70% isopropyl, 500mL	73.00	365.00
15.	5	bottles	Dishwashing Liquid, 1000mL	100.00	500.00
16.	8	bottles	Hand Sanitizer, 200mL	100.00	800.00
17.	5	pcs	Dishwashing Scouring Pad	28.00	140.00
18.	2	units	Monitor, 21”, LED	14,000.00	28,000.00
TOTAL AMOUNT					56,540.00

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 November 16, 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