



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

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Steno Machine

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Steno Machine**” with an Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos Only (PhP 200,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	10	units	Steno Machine with tripod, charger, new Ni-CAD battery, real time cable, adjustment tool, operator's manual on CD, USB to serial adapter and free CAT software	20,000.00	200,000.00
TOTAL AMOUNT					200,000.00

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 March 29, 2021**.

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