



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

Indang, Cavite, Philippines  
☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203  
www.cvsu.edu.ph

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Supplies and Materials for Imus Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for Imus Campus”** with an Approved Budget for the Contract (ABC) of **One Hundred Eighty-Four Thousand Fifteen Pesos and 15/100 Only (PhP 184,015.15)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	100	pcs	Brown envelope, for A4 size document	1.68	168.00
2.	100	Pcs	Brown envelope, for long size document	1.84	183.75
3.	100	Pcs	Envelope, expanding, long, blue	15.75	1,575.00
4.	100	Pcs	Envelope, expanding, long, green	15.75	1,575.00
5.	100	Pcs	Envelope, expanding, long, yellow	15.75	1,575.00
6.	50	Box	Fastener, plastic coated, 50sets per box	52.50	2,625.00
7.	12	Pcs	Folder, sliding, morocco, blue, A4	9.45	113.40
8.	3	Box	Folder, expanding, 50's/box, legal size, 8"x14"	350.00	1,050.00
9.	75	btls	Epson ink for L360 printer, black	315.00	23,625.00
10.	50	Btls	Epson ink for L360 printer, blue	315.00	15,750.00
11.	50	Btls	Epson ink for L360 printer, cyan	315.00	15,750.00
12.	50	Btls	Epson ink for L360 printer, magenta	315.00	15,750.00
13.	75	Btls	Epson ink for L3110 printer, black	315.00	23,625.00
14.	50	Btls	Epson ink for L3110 printer, blue	315.00	15,750.00
15.	50	Btls	Epson ink for L3110 printer, cyan	315.00	15,750.00
16.	50	Btls	Epson ink for L3110 printer, magenta	315.00	15,750.00
17.	2	Bxs	Epson LX 300+11 ribbon	200.00	400.00
18.	6	Units	Calculator	350.00	2,100.00
19.	4	Units	Electric fan, stand fan	1,500.00	6,000.00
20.	6	Pcs	External HD, 1TB	3,650.00	21,900.00
21.	12	pcs	Flash drive, 16GB	250.00	3,000.00
<b>TOTAL AMOUNT</b>					<b>184,015.15</b>

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 7:00 AM of November 26, 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