



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 ERB**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **Supply and Delivery of Supplies and Materials for ERB** with an Approved Budget for the Contract (ABC) of **Two Hundred Ninety Thousand Three Hundred Twenty-Eight Pesos Only (PhP 290,328.00)**. 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       | pcs   | Mid-back swivel chair, fabric, with arm rest  | 5,000.00  | 50,000.00         |
| 2.                  | 4        | Pcs   | Mobile Pedestal, 3 drawers with central lock, pen tray and divider; powder-coated steel; gray   | 5,000.00  | 20,000.00         |
| 3.                  | 10       | Pcs   | Filing cabinet with lock, metal 4 – 5 layers  | 15,000.00 | 150,000.00        |
| 4.                  | 3        | Pcs   | Office table <ul style="list-style-type: none"><li>• Wood</li><li>• With centralized lock</li><li>• 120*60*76 cm</li><li>• Color: mahogany</li></ul>  | 6,000.00  | 18,000.00         |
| 5.                  | 1        | Pcs   | Conference table <ul style="list-style-type: none"><li>• 10-12 seaters</li><li>• Material: MFC Board</li><li>• Finish: Wengue, black</li><li>• Legs: 2"x2" tubular metal</li><li>• With adjustable glider</li></ul> | 35,700.00 | 35,700.00         |
| 6.                  | 4        | Pcs   | Epson ink 003, magenta  | 300.00    | 1,200.00          |
| 7.                  | 4        | Pcs   | Epson ink 003, cyan   | 300.00    | 1,200.00          |
| 8.                  | 15       | Pcs   | Epson ink 003, black  | 300.00    | 4,500.00          |
| 9.                  | 4        | Pcs   | Epson ink 003, yellow   | 300.00    | 1,200.00          |
| 10.                 | 50       | reams | Bond paper, A4, 70gsm   | 170.56    | 8,528.00          |
| <b>TOTAL AMOUNT</b> |          |       |   |           | <b>290,328.00</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 5:00 PM of December 10, 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