



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 Procurement Office**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for Procurement Office”** with an Approved Budget for the Contract (ABC) of **One Hundred Forty-Eight Thousand Three Hundred Twenty-Nine Pesos Only (PhP 148,329.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.


Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	Pcs	MAGAZINE FILE, close end, long, navy blue	88.20	1,764.00
2.	10	reams	PAPER, Multi-purpose, A4, 70 gsm	250.00	2,500.00
3.	10	Reams	PAPER, Multi-purpose, A4, 80 gsm	250.00	2,500.00
4.	50	pcs	ENVELOPE, expanding, long, GREEN	16.55	827.50
5.	100	Pcs	FOLDER, TAGBOARD, Legal size, white	4.50	450.00
6.	6	Btls	EPSON INK , C13T6664100 (T6641), Black	250.00	1,500.00
7.	3	Btls	EPSON INK , C13T664200 (T6642), Cyan	250.00	750.00
8.	3	Btls	EPSON INK , C13T664300 (T6643), Magenta	250.00	750.00
9.	3	Btls	EPSON INK , C13T664400 (T6644), Yellow	250.00	750.00
10.	4	cart	HP INK CART, 932XL, BLACK	937.10	3,748.40
11.	2	Cart	HP INK CART, 933XL, CYAN	937.10	1,874.20
12.	2	Cart	HP INK CART, 933XL, MAGENTA	937.10	1,874.20
13.	2	Cart	HP INK CART, 933XL, YELLOW	937.10	1,874.20
14.	1	Pcs	SSD 2.5", 256 GB	2,500.00	2,500.00
15.	2	units	FLASH DRIVE, 64 GB	1,433.25	2,866.50
16.	4	Units	USB 3.0 HUB 3 ports with RJ45 Ethernet Adapter	700.00	2,800.00
17.	2	Units	DOCUMENT SCANNER, wireless, 30ppm color scanning, 50 sheets automatic document feeder,	53,000.00	106,000.00
18.	1	Unit	PRINTER, wireless, all-in-one refillable ink, 11 ppm (black), 5ppm colored	13,000.00	13,000.00
<b>2TOTAL AMOUNT</b>					<b>148,329.00</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 21, 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