



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

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Various Office Supplies and Materials**

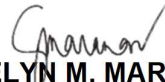
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Various Office Supplies and Materials**” with an Approved Budget for the Contract (ABC) of **Fifty-One Thousand Four Hundred Sixty-Five Pesos Only (PhP 51,465.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	50	ream	A4 sized copy paper	177.50	8,875.00
2.	2	ream	A4 sized colored paper (green)	250.00	500.00
3.	30	pc	Ring binder, 3 ring A4 size D-type 3 inches(red) with label insert on side and with front and back pocket for label	330.00	9,900.00
4.	2	pc	3 Hole Puncher adjustable 30 sheets	1,250.00	2,500.00
5.	3	box	Vinyl paper clips assorted 33mm	10.00	30.00
6.	3	box	Binder clips 2"(box of 12s)	7.50	22.50
7.	2	unit	PRINTER, borderless printing, copy, scan features,USB connectivity, Wifi direct and wireless networking, easy wireless printing from mobile devices CISS print up to 8,000 colour, or 6,000 black pages.	11,600.00	23,200.00
8.	5	set	4 color set of ink for PRINTER (BROTHER PRINTER) BTD60 BK, BT5000 Y, BT5000 M, BT5000 C.	1,287.50	6,437.50
<b>TOTAL AMOUNT</b>					<b>51,465.00</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 March 28, 2022.**

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.



**ROSELYN M. MARANAN**  
BAC Secretary, Goods and Services