



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
Indang, Cavite, Philippines  
☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203  
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**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Equipment**

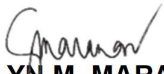
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment”** with an Approved Budget for the Contract (ABC) of **Seventy Thousand Pesos Only (PhP 70,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	4	Units	Printer, Multifunction, with continuous ink, 3-in-1	10,500.00	42,000.00
2.	5	Pcs	Flash Drive, 64GB	710.00	3,550.00
3.	5	Pcs	External Hard Drive, 1TB	3,700.00	18,500.00
4.	4	Btls	Epson ink, 003, black	290.00	1,160.00
5.	4	Btls	Epson ink, 003, cyan	330.00	1,320.00
6.	4	Btls	Epson ink, 003, magenta	330.00	1,320.00
7.	4	Btls	Epson ink, 003, yellow	330.00	1,320.00
8.	5	Pcs	Correction tape, 8m	20.00	100.00
9.	1	Set	Keyboard and Mouse wired	405.00	405.00
10.	5	Rolls	Tape, transparent, 1”	15.00	75.00
11.	5	Pcs	Sign pen, black	25.00	125.00
12.	5	Pcs	Sign pen, blue	25.00	125.00
<b>TOTAL AMOUNT</b>					<b>70,000.00</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. Warr56,536anty 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 of **June 02, 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