



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

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Supplies and Materials for CvSU Trece 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 CvSU Trece Campus**” with an Approved Budget for the Contract (ABC) of **Two Hundred Fifty-Eight Thousand Six Hundred Thirty-Three Pesos Only (PhP 258,633.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	2	pcs	Marker, fluorescent, permanent marker, fine point 1.00mm & 0.4tip, dual tip	250.00	500.00
2.	100	pcs	Sign pen, black, 0.7	68.00	6,800.00
3.	100	pcs	Sign pen, blue, 1.0	68.00	6,800.00
4.	5,000	Pcs	Record jacket (long) customized (for newly enrolled students)	44.10	220,500.00
5.	50	Pcs	Envelope, plastic, expanding, long	66.15	3,307.50
6.	5	Box	Fastener for paper, plastic coated, 50 sets per box	55.10	275.50
7.	100	Pcs	Folder, pressboard, plain, A4, green	18.00	1,800.00
8.	50	pcs	Folder, pressboard, plain, long, green	11.00	550.00
9.	2	Set	4 color cartridge ink for laser jet color printer	1,400.00	2,800.00
10.	5	Unit	Develop Ineo 185 Toner	3,000.00	15,000.00
11.	3	pack	Photo sticker paper, glossy, A4 size, 90gsm / 135gsm / 150gsm, 20 sheets, High quality coating and paper base Self-adhesive sticker for dye and pigment water based ink (20's/pack)	100.00	300.00
TOTAL AMOUNT					258,633.00

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 June 7, 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