








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 Various Office Supplies and Equipment for Library

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Various Office Supplies and Equipment for Library**” with an Approved Budget for the Contract (ABC) of **Sixty-Nine Thousand Four Hundred Thirty-Six Pesos and 25/100 Only (PhP 69,436.25)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	3	Rolls	TAPE, DOUBLE ADHESIVE, 3"	78.75	236.25
2.	5	Pcs	Suggestion box, arcylic, clear, with lock 	2,000.00	10,000.00
3.	20	Pcs	Folding Wooden display stand easel, brown, 14 inches 	500.00	10,000.00
4.	1	Pc	Toner, Gestetner MP2014 H	4,200.00	4,200.00
5.	3	Set	LED focus spotlights for bulletin board with adjustable track rails 	3,000.00	9,000.00
6.	1	Set	Omnidirectional Microphone, conference desk condenser mic, long distance reception and anti-interference, USB mic solution, flexible gooseneck, AV adapter 3.5mm 	5,000.00	5,000.00
7.	1	pc	Docking Station for laptop, universal, best for USB 3.0 ports support high speed data transfer up to 5Gbps, 4 rear USB 2.0ports for peripheral accessories like a keyboard and mouse, headphone and microphone jacks with audio 2.0 for enhanced sound quality 	10,000.00	10,000.00
8.	2	Units	PRINTER, Laserjet, print speed up to 600 x 600 x 2, 1200 dpii effective output, processor 266 MHz, memory 2MB, sizes	10,500.00	21,000.00

		150 sheet input tray: 147 x 211 to 216 x 356mm		
TOTAL AMOUNT				69,436.25

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