



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
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www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Equipment

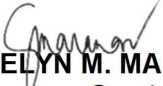
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies and Equipment**” with an Approved Budget for the Contract (ABC) of **Sixty-Four Thousand One Hundred Fifty-Five Pesos and 75/100 Only (Php 64,155.75)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	1	Bx	Acetate (transparency film) A4	320.00	320.00
2.	10	Pcs	Ballpen, black	3.25	32.50
3.	10	Pcs	Battery, AA, 2's, HD	68.00	680.00
4.	10	Pcs	Battery, AAA, 2's, HD	68.00	680.00
5.	3	Bxs	Clip, backfold, 15mm, 12's	13.50	40.50
6.	3	Bxs	Clip, backfold, 32mm, 12's	29.00	87.00
7.	3	Bxs	Clip, backfold, 41mm, 12's	49.00	147.00
8.	50	Pcs	Envelope, expanding, long, green	13.50	675.00
9.	3	Bxs	Fastener, for paper, plastic coated, 50sets per box	30.00	90.00
10.	100	Pcs	Folder, tagboard, legal, white	5.00	500.00
11.	5	Packs	Index Tab Flags, sign here, yellow	179.00	895.00
12.	1	Pack	Laminating film, 8.5" x 11", 125mic	518.00	518.00
13.	5	Pcs	Marking pen, permanent, fine, black	37.75	188.75
14.	2	Bxs	Pencil, #2, 12's	86.00	172.00
15.	5	Gals	Alcohol, ethyl, 68%-72%, 1Gallon	630.00	3,150.00
16.	2	Units	Mouse, optical, wireless, standard	490.00	980.00
17.	1	Unit	Document Scanner, approx. 40-50 ppm, 80-90 sheets Automatic Feeder Scanning in color, grayscale and monochrome	55,000.00	55,000.00
TOTAL AMOUNT					64,155.75

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 July 20, 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