



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

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Equipment for CvSU Carmona Campus**

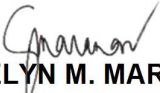
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment for CvSU Carmona Campus”** with an Approved Budget for the Contract (ABC) **Eighty-One Thousand Pesos Only (Php 81,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	25	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	100.00	2,500.00
2	20	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	100.00	2,000.00
3	50	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	35.00	1,750.00
4	50	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	35.00	1,750.00
5	30	pc	ARCH FILE, 3-hole, A4, D-type, 1.5", with label	250.00	7,500.00
6	30	pc	ARCH FILE, 3-hole, A4, D-type, 2", with label	300.00	9,000.00
7	30	pc	ARCH FILE, 3-hole, A4, D-type, 3", with label	350.00	10,500.00
8	20	box	FASTENER, for paper, Plastic coated, 50 sets per box	50.00	1,000.00
9	1	unit	Heavy Duty Scanner (6.9"H*6.6"D*11.6"W) 100-page auto document feeder; 4000 pages daily duty cycle; one-pass duplex scanning 2-sided Scans up to 35 ppm/ 70 ipm Large 4.3" touchscreen; scan business and ID cards Direct Wireless Scanning; USB thumb drive port Twain driver included; intelligent color/image adjustment tools; scans 600dpi	45,000.00	45,000.00
<b>TOTAL AMOUNT</b>					<b>81,000.00</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. 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 September 27, 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