



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

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[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Supplies, Materials and Equipment for Various Admin Offices**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies, Materials and Equipment for Various Admin Offices”** with an Approved Budget for the Contract (ABC) of **Seventy-Six Thousand Five Hundred Pesos and 08/100 Only (PhP 76,500.08)**. 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	Unit	Microwave oven 20L	4,000.00	4,000.00
2.	1	Unit	Electric Stove, Single Burner	1,000.00	1,000.00
3.	100	Pcs	Ballpen, Black	5.00	500.00
4.	1	Unit	Air Cooler	3,500.00	3,500.00
5.	1	Pc	Wall Clock	1,000.00	1,000.00
6.	2	Units	Electric Fan, Stand Fan, 18"	2,000.00	4,000.00
7.	2	Packs	Garbage bag, small, transparent, 100's	280.00	560.00
8.	4	Btls	Dishwashing liquid, 1000ml	115.00	460.00
9.	10	Pcs	Dishwashing Scouring Pad with Foam	40.00	400.00
10.	10	Pcs	Doormat, cotton	40.00	400.00
11.	4	Pcs	Bleaching Solution, 500ml	40.00	160.00
12.	4	Bundle	Rags, all cotton	60.00	240.00
13.	4	Btls	Liquid Hand Soap, 500ml	120.00	480.00
14.	6	Pcs	Sticky note Pad, yellow, 3x5	100.00	600.00
15.	14	Rms	Copy paper, A4, 80gsm	210.00	2,940.00
16.	5	Pcs	USB, 8GB	127.99	639.95
17.	5	Pcs	USB, 16GB	135.74	678.70
18.	5	Pcs	USB, 32GB	146.47	732.35
19.	5	Pcs	USB, 64GB	155.80	779.0
20.	4	Pcs	Cellphone Memory Card, 64GB	289.00	1,156.00
21.	9	Rolls	Frosted Glass Sticker, Self-Adhesive	350.00	3,150.00
22.	4	Pcs	Heavy Duty Universal Power Extension Cord with safety switch protection, with USB Port fast charging	673.00	2,692.00
23.	6	Pcs	Office tray, A4 size, cream	200.00	1,200.00
24.	3	Pcs	Stampad ink, Red	60.00	180.00
25.	3	Pcs	Stampad ink, Violet	60.00	180.00
26.	2	Pcs	UPS, 625VA	3,761.04	7,522.08
27.	50	Pcs	Correction tape, 8m	15.00	750.00
28.	4	Packs	Specialty board, A4 size, white	150.00	600.00
29.	3	Units	Printer, Multi-Function, Continuous ink	12,000.00	36,000.00
<b>TOTAL AMOUNT</b>					<b>76,500.08</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.

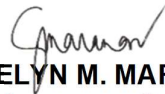
4. Warranty shall be for a period of six (6) months supplies and materials. Warranty for equipment must not be less than one (1) year for from the date of acceptance and shall be accompanied with Warranty Certificate.
5. The quotation must be submitted to the Procurement Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of January 30, 2023.**

Address : Procurement Office, Administration Building  
Cavite State University  
Indang, Cavite

E-mail : [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto:rfqmain@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 Consulting Services