



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 Various Supplies and Office Equipment**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies and Office Equipment”** with an Approved Budget for the Contract (ABC) of **One Hundred Twenty Thousand Two Hundred Eight Pesos and 25/100 Only (PhP 120,208.25)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	2	unit	Fax Machine, 220-240volts, can support legal paper size, CIS type, Public Switched Telephone Network (PSTN) and PABX communication and 14400/12000/9600/7200/4800/2400 bps modem speed	8,500.00	17,000.00
2	1	unit	Printer, dot matrix, continuous paper: 45-90gsm, Single part paper: 45-90gsm Multi part paper: 35-40gsm	12,000.00	12,000.00
3	2	unit	Intercom, Simple officeintercom system with atleast 6channels, rechargeable, mid-range capacity of atleast 500m	4,500.00	9,000.00
4	2	unit	Credit Card Machine, handheld credit card machine, POS, built-in printer, at least 5000mAh rechargeable battery	12,000.00	24,000.00
5	3	unit	Room rack/key rack, customized key rack, at least 20 key capacity	438.00	1,314.00
6	3	unit	Leaflet Information rack, acrylic rack, 9 slot, multi-level rack with at least 8cm width per slot	965.00	2,895.00
7	2	unit	Hotel reception clock, 50 cm wall clock, plastic construction, battery operated	1,926.50	3,853.00
8	1	unit	Industrial Wall Fan, wall mounted, 16-20inches diameter, speed selector, aluminum fan blades, voltage 220V	2,000.00	2,000.00
9	1	set	First Aid kit and Cabinet, plastic materials, multiple shelves, with see through hard plastic door	2,500.00	2,500.00
10	1	unit	Fire extinguisher, 4.5kg capacity, ABC Category	3,500.00	3,500.00
11	4	unit	Wall clock, 30 cm, round, battery operated	1,000.00	4,000.00
12	1	unit	Printer, multi-function, continuous ink system	12,000.00	12,000.00
13	4	unit	Lapel Microphone, condenser type, headset style mic with flexible mounting, rechargeable	3,500.00	14,000.00

14	1	unit	Emergency light, 2 lamps, LED lighting, input 230V, 50Hz AC automatic on during power cut-off, with atleast 120 minutes lighting output, built-in battery	1,200.00	1,200.00
15	5	pcs	PAIL, 16L	210.00	1,050.00
16	6	set	TORNADO MOP, big	1,365.00	8,190.00
17	1	pcs	WATER CONTAINER, 168L	1,575.00	1,575.00
18	5	pc	DIPPER	26.25	131.25
<b>TOTAL AMOUNT</b>					<b>120,208.25</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 Procurement Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of February 06, 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