



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
Indang, Cavite, Philippines  
☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Installation of Glass Door and Window at the University Library**


1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project "**Supply and Installation of Glass Door and Window at the University Library**" with an Approved Budget for the Contract (ABC) of **Two Hundred Twelve Thousand Pesos Only (Php 212,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
			Supply and Installation of Glass Door and Window at the University Library		
1.	1	Lot	180" x 111-1/2" Frameless Door with 1/2" thick Clear Glass, Lockset and Installation Accessories	86,000.00	86,000.00
2.	1	Lot	112-1/2" x 114-1/2" Frameless Door with 1/2" thick Clear Glass, Lockset and Installation Accessories	44,000.00	44,000.00
3.	1	Lot	110-1/2" x 58-1/2" Aluminum Framed Sliding Window in Wood Grain Finished with 1/4" (6mm) thick Reflective Bronze Glass, Lockset and Installation Accessories	54,000.00	54,000.00
4.	1	Lot	35" x 82" Aluminum Framed Swing Door with Lockset and Installation Accessories	28,000.00	28,000.00
<b>TOTAL AMOUNT</b>					<b>212,000.00</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 Procurement Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of March 2, 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




## REQUEST FOR QUOTATION

Date: \_\_\_\_\_  
Ref. No. SM-0815-02-23

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the **Terms and Conditions** on the last page, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative not later than \_\_\_\_\_.

  
**PRECIOSA G. ERANA**  
OIC, Procurement Office

**NOTE:**

- All entries must be written legibly or typewritten.
- Delivery Period: \_\_\_\_\_ calendar days from the receipt of P.O.
- 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.
- Price validity shall be for a period of \_\_\_\_\_ calendar days.
- Bidders shall indicate the brand and model of the items being offered.
- Approved Budget for the Contract (ABC): P** 212,000.00

ITEM	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	180" x 111-1/2" Frameless Door with 1/2" thick Clear Glass, Lockset and Installation Accessories	1 LOT		
2	112-1/2" x 114-1/2" Frameless Door with 1/2" thick Clear Glass, Lockset and Installation Accessories	1 LOT		
3	110-1/2" x 58-1/2" Aluminum Framed Sliding Window in Wood Grain Finished with 1/4" (6mm) thick Reflective Bronze Glass, Lockset and Installation Accessories	1 LOT		
4	35" x 82" Aluminum Framed Swing Door with Lockset and Installation Accessories	1 LOT		
	<b>Supply and Installation of Glass Door and Window</b>			
	1. The project must be finished in 15 working days.			
	2. Actual Site inspection is a must			
	3. The area should be cleared before and after the construction work at least twelve meters away from the job site. Unusable formworks, excessive soil fill and all other unwanted debris of installation works should be disposed properly.			
	<b>Technical Description</b>			
	<b>Site Clearing</b>			
	1. Supply and installation of the following:			
	a. 180 x 111-1/2" frameless door with 1/2" thick clear glass, lockset and installation accessories at the circular section			
	b. 112-1/2" x 114 1/2" frameless door with 1/2" thick clear glass, lockset and installation accessories at the circular section			
	c. 110-1/2" x 58-1/2" aluminum framed sliding window in wood grain finished with 1/4" (6mm ) thick reflective bronze glass, lockset and installation accessories at the unit head's office.			
	d. 35" x 82" aluminum framed swing door with lockset and installation accessories at the unit's head office			

After having carefully read and accepted your **Terms and Conditions**, I quote you on the item/s at prices noted above.

Printed Name/Signature

Tel. No./E-mail address

Date

Canvassed by:

Signature over Printed Name

Please print at the back

**IMPORTANT, PLEASE READ:**

**TERMS AND CONDITIONS**

1. Bidders must possess PhilGEPS Registration Certificate, Valid Business Permit, BIR Registration and Official Receipt (OR) duly registered with the BIR. Copy of the first three documents must be submitted to the BAC.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any or all the items.
4. Price quotation/s must be valid for a period of sixty (60) calendar days from date of submission.
5. Price quotation/s shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
7. Any erasures or overwriting should be duly signed or initialed by you or your authorized representative.
8. Brochure and/or manual of operation of the product being offered must be attached with the quotation and the bidder/supplier must be able to demonstrate the operation of the machine upon request.
9. Terms of payment shall be **Charged Account** unless specified.
10. The item/s shall be delivered within the specified number of days of delivery.
11. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The University shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.