



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

INVITATION TO SUBMIT QUOTATION
Repair and Existing Glass Swing Doors at International House II

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project "**Repair and Existing Glass Swing Doors at International House II**" with an Approved Budget for the Contract (ABC) of **One Hundred Fifty-Three Thousand Two Hundred Sixty Pesos Only (PhP 153,260.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	5	Units	Repair of Existing Glass Swing Doors (Function Hall)	29,816.00	149,080.00
2.	1	Unit	Repair of Existing Glass Swing Doors (Kitchen)	4,180.00	4,180.00
TOTAL AMOUNT				153,260.00	

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 15, 2023**.

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

E-mail : procurementoffice@cvsu.edu.ph / 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



Republic of the Philippines
CAVITE STATE UNIVERSITY
 Don Severino delas Alas Campus
 Indang, Cavite

ADMN-QF-10

REQUEST FOR QUOTATION

Date: 03/08/2023
 Ref. No. OS-0913-02-23

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:

1. All entries must be written legibly or typewritten.
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. 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.
4. Price validity shall be for a period of _____ calendar days.
5. Bidders shall indicate the brand and model of the items being offered.
6. **Approved Budget for the Contract (ABC): P 153,260.00**

ITEM	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Repair of Existing Glass Swing Doors (Function Hall)	5 units		
2	Repair of Existing Glass Swing Doors (Kitchen)	1 units		
	Miscellaneous Works			
1	Repair of existing glass swing doors at function hall. This work will include:			
	a. Replacement of door accessories.			
	b. Replacement of split tube with cover.			
	c. Replacement of lockset.			
	d. Replacement of handle.			
	e. Replacement of concealed overhead door closer.			
2	Repair of existing glass swing doors at kitchen. This work will include:			
	a. Replacement of lockset.			

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: _____

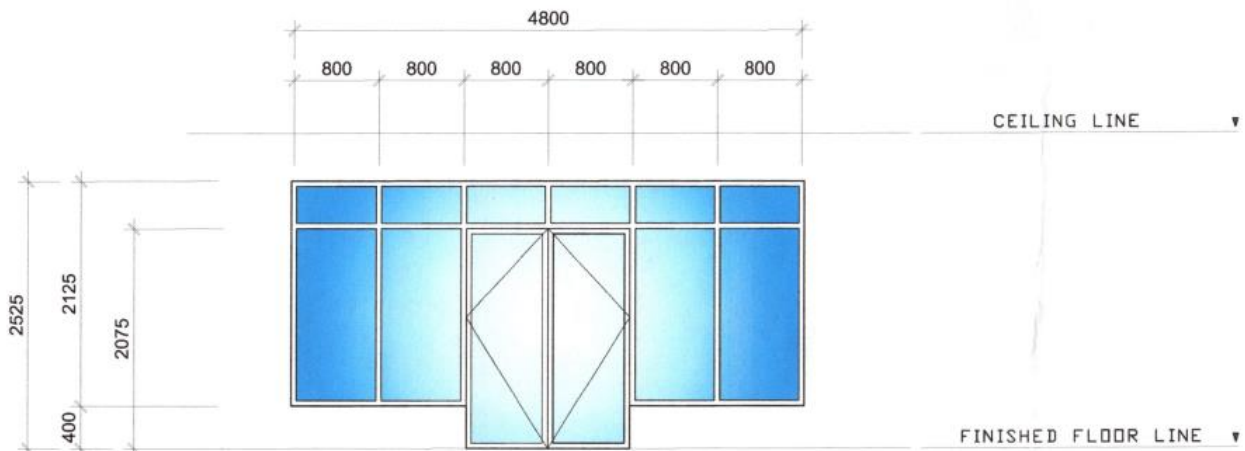
 Signature over Printed Name

Please print at the back

IMPORTANT, PLEASE READ:

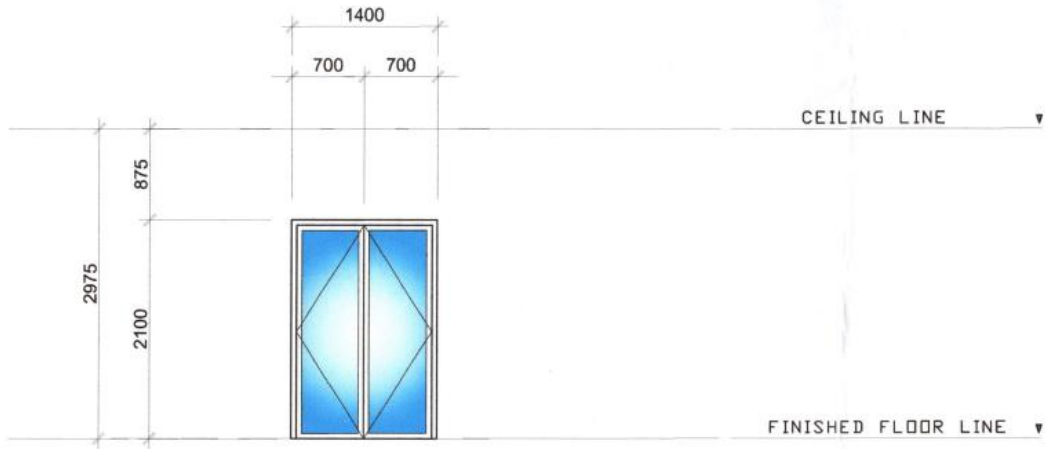
TERMS AND CONDITIONS

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.



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SCALE:
1:50 MTS

AGENCY:	PREPARED BY:	CHECKED BY:	ENDORSED BY:	END-USER:	PROJECT TITLE:	RECOM. APPROVAL:	RECOM. APPROVAL:	APPROVED BY:	SHEET NO:
CvSU	 M.N. GATDULA	 E.N. RODENAS JR.	 O.B. DE LOS REYES	 J.B.F. ESPINELI	REPAIR AND REPLACEMENT OF SWING DOOR AT IH II	 M.J.D. TEPORA	 C.A. POLINGA	 H.D. ROBLES	A
	STAFF, PLANNING OFFICE	UNIT HEAD, PLANNING OFFICE	DIRECTOR, PLANNING OFFICE	DIRECTOR, OIA	OIA SEVERINO BELAS ALAS CAMPUS	VP, P&E	VP, PLANNING SUPPORT SERVICES	PRESIDENT, THE UNIVERSITY	1 2



ELEVATION

SCALE:

1:50 MTS

AGENCY:	PREPARED BY:	CHECKED BY:	ENDORSED BY:	END-USER:	PROJECT TITLE:	RECOM APPROVAL:	RECOM APPROVAL:	APPROVED BY:	SHEET NO:
CvSU	 M. GATDULA	 E. RODRIGUEZ JR	 D. BELLOS REYES	 J. B. ESPINELI	REPAIR AND REPLACEMENT OF SWING DOOR AT IH II	 M. D. TEPORA	 C. POLINGA	 H. D. ROBLES	A 2 2
	STAFF, PLANNING OFFICE	SENIOR PLANNING OFFICE	DIRECTOR, PLANNING OFFICE	DIRECTOR, OHS	308 SEVERINO BELAS ALAS CAMPUS	VP, FBO	VP, ACADEMIC SUPPORT SERVICES	PRESIDENT, THE UNIVERSITY	