



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 Office Supplies and Equipment for CED-SHS**

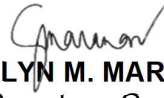
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies and Equipment for CED-SHS**” with an Approved Budget for the Contract (ABC) **One Hundred Forty-Six Thousand One Hundred Sixty-Seven Pesos and 85/100 Only (PhP 146,167.85)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	15	Pcs	Document box, board, heavy duty	330.75	4,961.25
2.	10	Pcs	Document Storage box, Plastic with wheels, 65cmx46cmx40 cm, 87 liters	992.25	9,922.50
3.	30	Units	Electric Fan, stand fan, 18inches	1,764.00	52,920.00
4.	1	Unit	ID Laminator Machine	5,071.50	5,071.50
5.	3	Pcs	Stapler, HD	110.20	330.60
6.	1	Unit	Binding Machine, 24 holes, with 20sheets maximum paper capacity, 450sheets maximum binding capacity	13,230.00	13,230.00
7.	2	Pcs	Puncher, paper, HD	226.00	452.00
8.	4	Units	Chair Office, Mid back, fabric	4,410.00	17,640.00
9.	2	Units	Bookshelves, Open Shelves, metal, 6 layers	8,820.00	17,640.00
10.	6	Units	Table long plastic, folding, 6ft, high density, polyethylene, powder coated metal frame	4,000.00	24,000.00
<b>TOTAL AMOUNT</b>					<b>146,167.85</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 21, 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