



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

☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Materials for HRDO**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies and Materials for HRDO**” with an Approved Budget for the Contract (ABC) **Fifty-Eight Thousand Nine Hundred Ninety-Three Pesos and 25/100 Only (PhP 58,993.25)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

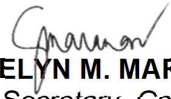
Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	9	Pcs	CORRUGATED BOX, for legal size documents	71.00	639.00
2.	20	Packs	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	38.50	770.00
3.	3	Btls	STAMP PAD INK, black	70.00	210.00
4.	4	Btls	DISHWASHING LIQUID, 1000ml	110.25	441.00
5.	1	Set	CUPS AND SAUCER, 12's	551.25	551.25
6.	1	Pc	CALCULATOR, SCIENTIFIC, 12 digits	625.00	625.00
7.	20	Pcs	MAGAZINE FILE, close end, long, green	90.00	1,800.00
8.	1	Unit	PAPER SHREDDER, HD	20,947.50	20,947.50
9.	1	Unit	DIGITAL CAMERA, 20MP	20,000.00	20,000.00
10.	2	Units	CHAIR, Office, Mid back, fabric	4,410.00	8,820.00
11.	1	Pc	MOBILE PEDESTAL, 3 layers, beige	4,189.50	4,189.50
<b>TOTAL AMOUNT</b>					<b>58,993.25</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 April 05, 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) 889-6373

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