



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

**INVITATION TO SUBMIT PROPOSAL**  
**Supply and Delivery of Souvenir Items for STAARRDEC**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project "**Supply and Delivery of Souvenir Items for STAARRDEC**" with an Approved Budget for the Contract (ABC) of **Three Hundred Fourteen Thousand Five Hundred Pesos Only (Php 314,500.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	300	pc	Ecobag, 12.5"X16.5"X4.5", non-woven, customized	75.00	22,500.00
2.	300	pc	fan, rounded with pouch, customized	15.00	4,500.00
3.	100	pc	umbrella, black and white, non-folding customized	200.00	20,000.00
4.	300	pc	cap, customized	150.00	45,000.00
5.	100	pc	notebook with ballpen holder, customized	350.00	35,000.00
6.	50	pc	laptop accessories (pouch, cable holder, rubberized mat	1,200.00	60,000.00
7.	300	pc	ID lace, customized	75.00	22,500.00
8.	50	pc	jacket, black, customized	1,300.00	65,000.00
9.	20	pc	name holder, transparent, 5"X14"X2"	600.00	12,000.00
10.	2	set	microphone	14,000.00	28,000.00
			(See attached details)		
				<b>TOTAL AMOUNT</b>	<b>314,500.00</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 7:00 AM of April 25, 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



Sample ID lace, emerald green, SPONSOR replaced with STAAARDEC and spelled out STAAARDEC



Black Stainless Steel, Leather Leather Corporate Gift Set



Custom corporate jacket, Gray, assorted size



Ecobag, 12.5X16.5X4.5,  
Non-woven



Fan, white, rounded  
with pouch



Umbrella, black and  
white, non folding



Cap, round, white and black



Notebook with pen holder



Name holder, acrylic, 5"X14"X2"



Microphone, wireless, antenna has  
built-in pure copper material,  
which can receive strong signal  
without frequency, receiving  
distance up to 80m in open  
environment