



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 Various Supplies, Materials and Equipment for Registrar's Office**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **"Supply and Delivery of Various Supplies, Materials and Equipment for Registrar's Office"** with an Approved Budget for the Contract (ABC) of **Five Hundred Nineteen Thousand One Hundred Ninety-One Pesos and 21/100 Only (PhP 519,191.21)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	8	pc	ARCH FILE, 2-hole, landscape, legal	330.75	2,646.00
2.	15	bottle	EPSON INK, BOTTLE, 003, black	290.00	4,350.00
3.	2	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	580.00
4.	2	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	580.00
5.	20	pc	EPSON RIBBON FOR LX-310	132.30	2,646.00
6.	3	pc	GESTETNER TONER for MP C2030, Black	4,740.75	14,222.25
7.	1	pc	GESTETNER TONER for MP C2030, Cyan	13,230.00	13,230.00
8.	1	pc	GESTETNER TONER for MP C2030, Magenta	13,230.00	13,230.00
9.	1	pc	GESTETNER TONER for MP C2030, Yellow	13,230.00	13,230.00
10.	100	ream	PARCHMENT PAPER, 8.5"x 11", Subs 20	280.00	28,000.00
11.	2	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	19.00	38.00
12.	15	pc	SIGN PEN, black, 0.5	68.00	1,020.00
13.	20	pc	SIGN PEN, black, 0.7	68.00	1,360.00
14.	5	pc	SIGN PEN, blue, 0.5	68.00	340.00
15.	10	pc	SIGN PEN, blue, 0.7	68.00	680.00
16.	2	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	580.00
17.	1,000	pc	DIPLOMA JACKET, with CvSU Logo (in front), green, 11-1/2" x 9"	80.00	80,000.00
18.	4	pc	DRY SEAL	2,000.00	8,000.00
19.	10	dz	BATHROOM TISSUE, Coreless plain	165.38	1,653.80
20.	3	pc	CLEANING TOWEL, 12's / pack	126.79	380.37
21.	3	pc	PADLOCK, 50mm	132.30	396.90
22.	10	bottle	HAND SANITIZER, 250ml	129.00	1,290.00
23.	1,500	pc	CERTIFICATION FOR REGISTRAR, SPECIALTY PAPER with microtext, 8.5"x11"	5.50	8,250.00
24.	10,000	pc	TOR BOARD sheeted with microtext and letterhead (REGISTRAR), 8.5"x13"	11.00	110,000.00
25.	1	unit	FOOT PEDAL ALCOHOL DIPENSER	2,800.00	2,800.00
26.	10	pc	STAMPING DATE, self-inking stamp, shiny	413.44	4,134.40

27.	3	unit	FLASH DRIVE, 16GB	363.83	1,091.49
28.	3	unit	FLASH DRIVE, 32GB	882.00	2,646.00
29.	12	unit	Wifi Dongle, USB 2.0, 2.4GHz to 2.4835GHz, Integrated Antenna, Link/Activity LED	771.75	9,261.00
30.	12	unit	WEB CAMERA	1,600.00	19,200.00
31.	2	pc	CABINET, Filing, Lateral, 3 layers, steel, with central locking system, HD, powder coated paint finish, anti-top over safety feature	13,230.00	26,460.00
32.	8	unit	CABINET, Filing, two drawers, steel, plain, vertical, with central locking system, HD, powder coated paint finish, anti-top over safety feature	4,410.00	35,280.00
33.	1	unit	CHAIR, Office, High back, fabric, with armrest, HD base with nylon caster wheels	6,615.00	6,615.00
34.	5	unit	CHAIR, Office, Mid back, fabric, with mesh backrest, fabric, with armrest, with nylon caster wheels	4,410.00	22,050.00
35.	1	pc	TABLE, Executive	14,950.00	14,950.00
36.	1	set	CONFERENCE TABLE W/ CHAIRS, 12 seaters	38,000.00	38,000.00
37.	1	pc	SOFA SET, 3-1-1 seater with center table, high end	30,000.00	30,000.00
<b>TOTAL AMOUNT</b>					<b>519,191.21</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 8:00 AM of April 13, 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