



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 Semi Expendable Office Equipment for CvSU Tanza Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Semi Expendable Office Equipment for CvSU Tanza Campus”** with an Approved Budget for the Contract (ABC) of **Sixty Thousand Five Hundred Seventy-Three Pesos and 56/100 Only (PhP 60,573.56)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	16	pc	DOCUMENT STORAGE BOX, plastic with wheels, 68cmx48cmx40cm, 86 liters	992.25	15,876.00
2.	2	pc	DATING AND STAMPING MACHINE, HD	385.88	771.76
3.	1	unit	ID LAMINATOR, A4	3,417.75	3,417.75
4.	50	pc	MAGAZINE FILE, close end, long, red	88.20	4,410.00
5.	2	unit	PAPER CUTTER 15"X18"	1,323.00	2,646.00
6.	1	unit	PAPER SHREDDER, HD 5 sheets	14,500.00	14,500.00
7.	2	unit	PUNCHER, 3-hole HD	1,212.75	2,425.50
8.	6	pc	RULER, 12 inches, plastic	49.61	297.66
9.	6	pc	SCISSORS, 6" HD	77.18	463.08
10.	4	pc	STAMPING DATE, self-inking stamp, shiny	413.44	1,653.76
11.	5	pc	STAPLER HD, with remover, #35	121.28	606.40
12.	5	pc	TAPE DISPENSER, handheld	55.13	275.65
13.	1	unit	BINDING MACHINE	13,230.00	13,230.00
<b>TOTAL AMOUNT</b>					<b>60,573.56</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 supplies and materials. Warranty for equipment must not be less than one (1) year for 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 May 4, 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