



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
☎ (046) 889-6373
www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Various Supplies, Materials and Equipment for Procurement 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 Procurement Office”** with an Approved Budget for the Contract (ABC) of **Ninety-Three Thousand Pesos Only (PhP 93,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	1	Unit	Paper Shredder, HD, cross-cut, white, 30L	20,000.00	20,000.00
2.	1	Unit	Binding Machine, HD, 24 holes binding capacity 450-500 sheets	42,000.00	42,000.00
3.	1	Pc	Paper Cutter, A3, HD, metal base	1,000.00	1,000.00
4.	10	Pcs	Cutter, HD, big	100.00	1,000.00
5.	20	Pcs	Label Holder, acrylic, L-Shaped, 15 x 5”	300.00	6,000.00
6.	2	Pcs	Microphone holder, tabletop, metal base, adjustable	1,000.00	2,000.00
7.	5	Rolls	Digital Blueprint paper, 80gsm, 24” x 50” yards	300.00	1,500.00
8.	3	Rolls	Canon Genuine Ink, Image Prograf TC-20/TC-20M PFI-050, Black	1,500.00	4,500.00
9.	2	Rolls	Canon Genuine Ink, Image Prograf TC-20/TC-20M PFI-050, Cyan	1,500.00	3,000.00
10.	2	Rolls	Canon Genuine Ink, Image Prograf TC-20/TC-20M PFI-050, Yellow	1,500.00	3,000.00
11.	2	Rolls	Canon Genuine Ink, Image Prograf TC-20/TC-20M PFI-050, Magenta	1,500.00	3,000.00
12.	25	Rms	Copy Paper, A4, 70gsm	220.00	5,500.00
13.	2	Rms	Colored Paper, A4, green, 80gsm	250.00	500.00
TOTAL AMOUNT					93,000.00

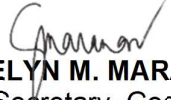
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 October 18, 2023.**

Address : Procurement Office, Administration Building
Cavite State University

Indang, Cavite

E-mail : procurementoffice@cvsu.edu.ph / 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