



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

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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Copy Paper for Printing Office

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Copy Paper for Printing Office”** with an Approved Budget for the Contract (ABC) **One Hundred Eight Thousand Nine Hundred Seventy Pesos Only (PhP 108,970.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	554	Rms	Copy Paper, A4, 70gsm	180.00	99,720.00
2.	25	Rms	Copy Paper, Short, 8.5" x 11", 70gsm	170.00	4,250.00
3.	25	Rms	Copy Paper, Long, 8.5" x 13", 70gsm	200.00	5,000.00
TOTAL AMOUNT					108,970.00

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 February 6, 2024**.

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