



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
Indang, Cavite, Philippines  
(046) 889-6373  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Various Office Supplies 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 Office Supplies for Registrar's Office**" with an Approved Budget for the Contract (ABC) **Six Hundred Ten Thousand Ninety Pesos Only (PhP 610,090.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	15	Btls	Epson ink, 003, Black	306.00	4,590.00
2.	200	Rms	Parchment Paper, 8.5 x 11", S20	335.00	67,000.00
3.	15,000	Pcs	CERTIFICATION FOR REGISTRAR, Specialty Paper with microtext, 8-1/4" x 11-3/4", A4	5.50	82,500.00
4.	30,000	Pcs	TOR Board sheeted with microtext and letterhead (REGISTRAR), 8.5" x 13"	15.00	450,000.00
5.	150	packs	Notarial Seal with Adhesive #23-2"	40.00	6,000.00
<b>TOTAL AMOUNT</b>					<b>610,090.00</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 5:00 PM of January 16, 2024**.

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