



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 Extension
Services of CvSU Tanza Campus

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 Extension Services of CvSU Tanza Campus”** with an Approved Budget for the Contract (ABC) **One Hundred Forty-Four Thousand Eight Hundred Ninety-One Pesos and 68/100 Only (PhP 144,891.68)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	3	unit	Multifunction Printer - print, scan, copy with wifi, borderless printing • Resolution: 5760 x 1440 dpi • Print speed: up to 33 ppm/15 ppm, approx. 69 sec per photo (border)/ 90 sec per photo (borderless) • Output capacity: 30 sheets, A4 plain paper, 20 sheets, premium glossy photo paper • Paper size: legal, A4, letter, envelopes, hagaki • Paper feed: friction feed • Interface: USB 2.0, Wifi, TCP/IPv4 - IPv6 • Dimension: 375 x 347 x 179 mm • Scan function: Flatbed colour image scanner, CIS	22,050.00	66,150.00
2.	9	bottle	EPSON ink, bottle, 003, Black	290.00	2,610.00
3.	3	bottle	EPSON ink, bottle, 003, Cyan	290.00	870.00
4.	3	bottle	EPSON ink, bottle, 003, Magenta	290.00	870.00
5.	3	bottle	EPSON ink, bottle, 003, Yellow	290.00	870.00
6.	35	ream	Paper, Multicopy, A4, 80 gsm	136.66	4,783.10
7.	5	pad	PAD PAPER, ruled, size: 216mm x 330mm (± 2mm)	29.12	145.60
8.	6	tube	BLADE, for general purpose cutter / utility knife	14.82	88.92
9.	120	pc	BALLPEN, black	5.00	600.00
10.	60	pc	BALLPEN, blue	5.00	300.00
11.	12	box	PENCIL, #2, 12's/bx	88.20	1,058.40
12.	12	pc	Marking Pen, permanent, Broad, black	38.50	462.00
13.	12	pc	Marking Pen, permanent, Broad, blue	38.50	462.00
14.	12	pc	Marking Pen, permanent, Broad, red	38.50	462.00
15.	12	pc	Marking Pen, permanent, fine, black	38.50	462.00
16.	12	pc	Marking Pen, permanent, fine, blue	38.50	462.00
17.	12	pc	Marking Pen, permanent, fine, red	38.50	462.00
18.	36	pc	MARKER, whiteboard, black	13.38	481.68
19.	36	pc	MARKER, whiteboard, blue	13.38	481.68
20.	36	pc	MARKER, whiteboard, red	13.38	481.68
21.	3	roll	Tape, Double Adhesive, 1"	27.50	82.50
22.	3	roll	Tape, Double Adhesive, 2"	55.00	165.00

23.	15	pc	CERTIFICATE HOLDER, A4 SIZE", clear plastic	28.00	420.00
24.	3	pack	Manila Paper, 10 sheets per pack	33.00	99.00
25.	12	pc	Illustration Board, 30"X40"	55.00	660.00
26.	500	pc	Notebook, flag-type, 30-60 leaves, spiral	19.85	9,925.00
27.	6	pc	Ruled Pad Paper, Yellow, Class A	57.50	345.00
28.	12	pack	Art Paper, Assorted colors, 12's/pack	11.00	132.00
29.	50	pc	ENVELOPE, Plastic, expanding, long, with handle	77.20	3,860.00
30.	1	box	ENVELOPE, mailing (short) 500 pcs/box	198.45	198.45
31.	12	liter	ALCOHOL 70%, ethyl, with pump 1000ml	240.00	2,880.00
32.	3	unit	BULLETIN BOARD, whiteboard, 4'x8', with stand	7,938.00	23,814.00
33.	6	pc	Calculator, Scientific, 12 digits	625.00	3,750.00
34.	1	pc	PENCIL SHARPENER, manual, single cutter head	202.67	202.67
35.	30	pc	Ruler, 12 inches, plastic	50.00	1,500.00
36.	30	pc	Scissor, 6", HD	80.00	2,400.00
37.	3	pc	Stapler, HD, with remover, #35	130.00	390.00
38.	3	pc	Tape Dispenser, handheld	160.00	480.00
39.	1	unit	CABINET, Filing, four drawers, steel, plain	11,025.00	11,025.00
TOTAL AMOUNT					144,891.68

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 12, 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