



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
Improvement of Silang Campus – Construction of I LOVE CvSU SILANG Signage

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Improvement of Silang Campus – Construction of I LOVE CvSU SILANG Signage**” with an Approved Budget for the Contract (ABC) **Three Hundred Thousand Pesos Only (PhP 300,000.00)**. 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 | lot | Improvement of Silang Campus – Construction of I LOVE CvSU SILANG Signage (Please see attached Request for Quotation and Plan) | 300,000.00 | 300,000.00 |
| TOTAL AMOUNT | | | | | 300,000.00 |

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 June 13, 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



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

ADMN-QF-10

REQUEST FOR QUOTATION

Date: 6/6/2024
Ref. No. E-9734-11-23

Company: _____
Address: _____
TIN: _____

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the **Terms and Conditions** on the last page, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative not later than _____.

NOTE:

- All entries must be written legibly or typewritten.
- Delivery Period: _____ calendar days from the receipt of P.O.
- 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.
- Price validity shall be for a period of _____ **calendar days**.
- Bidders shall indicate the brand and model of the items being offered.
- Approved Budget for the Contract (ABC): P 300,000.00**


PRECIOSA G. ERANA
OIC, Procurement Office

| ITEM | ITEM & DESCRIPTION | QTY. | UNIT PRICE | TOTAL PRICE |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|-------------|
| 1 | CvSU Monument Signage with Lighted Acrylic Build Up Letters | 1 lot | | |
| | SCOPE OF WORKS | | | |
| | A. Improvement of Silang Campus (Construction of I LOVE CvSU SILANG SIGNAGE) | | | |
| | 1. The project should be finished for 20 calendar days. | | | |
| | 2. Actual site inspection is a must. | | | |
| | Technical Description | | | |
| | I. Electrical and Miscellaneous Works | | | |
| | 1. Construction of CvSU Monument Signage with Lighted Acrylic Build Up Letters. | | | |
| | 2. See plans/consult the end-user and project inspector for details and extent of work. The silence of specification, plans, special provisions and supplementary specifications as to any detail, or the apparent omission therein of detailed description or definition of the quality of materials and workmanship shall be regarded to mean that only materials and workmanship of first class quality are to be used or employed. | | | |

After having carefully read and accepted your **Terms and Conditions**, I quote you on the item/s at prices noted above.

Printed Name/Signature

Tel. No./E-mail address

Date

Canvassed by:

Signature over Printed Name

Please print at the back

IMPORTANT, PLEASE READ:

TERMS AND CONDITIONS

1. Bidders must possess PhilGEPS Registration Certificate, Valid Business Permit, BIR Registration and Official Receipt (OR) duly registered with the BIR. Copy of the first three documents must be submitted to the BAC.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any or all the items.
4. Price quotation/s must be valid for a period of sixty (60) calendar days from date of submission.
5. Price quotation/s shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
7. Any erasures or overwriting should be duly signed or initialed by you or your authorized representative.
8. Brochure and/or manual of operation of the product being offered must be attached with the quotation and the bidder/supplier must be able to demonstrate the operation of the machine upon request.
9. Terms of payment shall be **Charged Account** unless specified.
10. The item/s shall be delivered within the specified number of days of delivery.
11. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The University shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.