



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 Office and Cleaning Supplies for Raise 1 Project

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office and Cleaning Supplies for Raise 1 Project**” with an Approved Budget for the Contract (ABC) of **Sixty Thousand Pesos Only (PhP 60,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	pack	Battery, AA, 2's, HD	20	70.00	1,400.00
2.	pc	CD-RW, with case	50	40.00	2,000.00
3.	box	Copy Paper, A4, 80gsm	30	1,100.00	33,000.00
4.	pc	Epson Ink Bottle, 003, black	10	300.00	3,000.00
5.	pc	Epson Ink Bottle, 003, cyan	10	320.00	3,200.00
6.	pc	Epson Ink Bottle, 003, magenta	10	320.00	3,200.00
7.	pc	Epson Ink Bottle, 003, yellow	10	320.00	3,200.00
8.	box	Retractable Pen, 12pcs/10box, 0.5mm	10	150.00	1,500.00
9.	pack	Specialty Board, 10's/pack, 180gsm, Cream, A4	10	45.00	450.00
10.	pack	Specialty Board, 10's/pack, 180gsm, Vellum, A4	10	45.00	450.00
11.	pack	Specialty Board, 10's/pack, 180gsm, White, A4	10	45.00	450.00
12.	pc	Albatross, Big	15	50.00	750.00
13.	pc	Dishwashing Liquid, 1000ml	10	350.00	3,500.00
14.	pc	Insecticide, Aerosol type, 300ml, odorless	10	300.00	3,000.00
15.	pc	Toilet Tissue Paper, interfolded Paper Towel	30	30.00	900.00
TOTAL AMOUNT					60,000.00

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 July 2, 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