



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 Supplies and Materials for College of Medicine

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for College of Medicine”** with an Approved Budget for the Contract (ABC) of **Ninety Thousand Eight Hundred Fifty-Three Pesos and 70/10 Only (PhP 90,853.70)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	pc	CORRECTION TAPE, 8m	10	11.53	115.30
2.	cart	INK CART, EPSON C13T664100 (T6641), Black	15	231.90	3,478.50
3.	cart	INK CART, EPSON C13T664200 (T6642), Cyan	10	242.20	2,422.00
4.	cart	INK CART, EPSON C13T664300 (T6643), Magenta	10	242.20	2,422.00
5.	cart	INK CART, EPSON C13T664400 (T6644), Yellow	10	242.20	2,422.00
6.	ream	PAPER, MULTICOPY, A4, 80 gsm	100	179.92	17,992.00
7.	ream	PAPER, MULTICOPY, Legal, 80gsm	100	185.12	18,512.00
8.	ream	PAPER, Multi-Purpose, A4, 70 gsm	100	163.28	16,328.00
9.	ream	PAPER, multi-purpose, legal, 70gsm	100	211.12	21,112.00
10.	box	PENCIL, lead, with eraser	10	41.60	416.00
11.	pc	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10	72.80	728.00
12.	pc	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	10	105.40	1,050.40
13.	box	RUBBER BAND, No. 18	2	165.36	330.72
14.	pc	SIGN PEN, black, 0.5	20	26.00	520.00
15.	pc	SIGN PEN, blue, 0.5	20	26.00	520.00
16.	pc	SIGN PEN, red, 0.5	20	20.26	405.20
17.	pc	STAMP PAD, felt	2	42.64	85.28
18.	box	STAPLE WIRE, heavy duty, binder type, 23/13	2	22.55	45.10
19.	box	STAPLE WIRE, standard	5	23.76	118.80
20.	roll	TAPE, masking, 24mm	10	61.88	618.80
21.	roll	TAPE, MASKING, 48mm	10	121.16	1,211.60
TOTAL AMOUNT					90,853.70

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 October 24, 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