



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 Budget Office

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 Budget Office”** with an Approved Budget for the Contract (ABC) of **Sixty-Two Thousand Six Hundred Ninety Pesos Only (PhP 62,690.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	pc	Ink for L3210, black, 003	10	200.00	2,000.00
2.	pc	Ink for L3210, magenta, 003	5	200.00	1,000.00
3.	pc	Ink for L3210, yellow, 003	5	200.00	1,000.00
4.	pc	Ink for L3210, cyan, 003	5	200.00	1,000.00
5.	pc	Battery, AA, HD	90	25.00	2,250.00
6.	pc	Battery, AAA, HD	90	25.00	2,250.00
7.	pc	Ballpen, black	25	10.00	250.00
8.	pc	Ballpen, Blue	15	10.00	150.00
9.	pc	Folder, tagboard, legal size, white	25	10.00	250.00
10.	pc	Signpen, Black, 0.7	25	10.00	250.00
11.	pc	Signpen, Blue, 0.7	25	10.00	250.00
12.	pc	Dishwashing Liquid, premium, 780ml	10	255.00	2,550.00
13.	pack	Bathroom tissue paper, 2ply, 12's	10	75.00	750.00
14.	roll	Acetate, gauge #4, 50 m per roll, plastic cover	1	1,470.00	1,470.00
15.	pc	shoelace	100	20.00	2,000.00
16.	pc	dishwashing scouring pad with foam	10	40.00	400.00
17.	can	disinfectant spray 510g	5	580.00	2,900.00
18.	pc	extension with usb port, multifunctional socket with 5 universal socket with usb outlets	2	1,000.00	2,000.00
19.	pc	Magazine file, Long, black, close end	5	90.00	450.00
20.	pack	garbage bag L, transparent, 100s	1	350.00	350.00
21.	pack	garbage bag M, transparent, 100s	1	270.00	270.00
22.	pc	scissors 6" hd	5	40.00	200.00
23.	pc	external hard drive, 2TB	1	5,400.00	5,400.00
24.	pc	external hard drive, 4TB	1	8,500.00	8,500.00
25.	pc	flash drive, 64gb	3	600.00	1,800.00
26.	pc	extension cord, 4 universal plug with individual switches	1	900.00	900.00
27.	bundle	Looseleaf, legal, 50's	1	2,100.00	2,100.00
28.	pc	Printer, Multifunction, print, scan,copy, fax, wifi <ul style="list-style-type: none"> ● Wireless Multifunction Refillable Ink Tank Printer with Low-cost Ink Bottles ● 3-in-1 printer combines low-cost printing with an easy wireless setup 	1	20,000.00	20,000.00

	<ul style="list-style-type: none"> ● effortless maintenance ● compatible with low-cost ink bottles for greater cost efficiency ● Print, Scan, Copy Print Speed (A4, ISO): up to 11 / 6 ipm (mono/colour) ● Wi-Fi, AirPrint, Mopria, Direct Wireless ● Recommended Monthly Print Volume: 150 - 1,500 pages 			
TOTAL AMOUNT				62,690.00

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 February 19, 2025.**

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