



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 Non-Accountable Forms for Registrar's Office

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Non-Accountable Forms for Registrar's Office”** with an Approved Budget for the Contract (ABC) of **Four Hundred Fifty Thousand Pesos Only (PhP 450,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|---------------------|------|---|----------|-----------|-------------------|
| 1. | pcs | CERTIFICATION FOR REGISTRAR, SPECIALTY PAPER with microtext, 8.5" x 11" | 15,000 | 10.00 | 150,000.00 |
| 2. | pcs | TOR BOARD sheeted with microtext and letterhead (REGISTRAR), 8.5" x 13" | 20,000 | 15.00 | 300,000.00 |
| TOTAL AMOUNT | | | | | 450,000.00 |

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 March 25, 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