



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 BEAN Program
– Project 2

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 BEAN Program – Project 2”** with an Approved Budget for the Contract (ABC) of **Fifty-Three Thousand Seven Hundred Sixty-One Pesos and 44/100 Only (PhP 53,761.44)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	Ream	COPY PAPER, A4, 80gsm	110	270.00	29,700.00
2.	Box	STAPLE WIRE, Std, No.35	4	94.61	378.44
3.	Pc	DETERGENT BAR, 4-in-a-bar	1	35.00	35.00
4.	Pouch	DETERGENT POWDER, all-purpose	2	55.00	110.00
5.	Can	DISINFECTANT SPRAY 510g	1	580.00	580.00
6.	Pc	DOORMAT, cotton	2	50.00	100.00
7.	Pc	UTILITY PAIL, 10L	1	150.00	150.00
8.	Unit	BULLETIN BOARD, cork board, 3'x5'	1	1,680.00	1,680.00
9.	Unit	BULLETIN BOARD, whiteboard, 3'x5', with stand	1	5,500.00	5,500.00
10.	Pc	DESK TRAY, METAL, 3 layers	1	550.00	550.00
11.	Pc	DOCUMENT BOX, board, HD, Legal	1	360.00	360.00
12.	Pc	DOCUMENT STORAGE BOX, Plastic with wheels, 68cm x 48cm x 40cm, 87 liters	1	790.00	790.00
13.	Pc	File Cover Paper Folder Clipboard, A4	20	100.00	2,000.00
14.	Unit	GLUE GUN, small, 20W	1	160.00	160.00
15.	Unit	ID Laminator, A4 to A3 size; with Hot/Cold/Reverse HD; 100°C to 200°C in temperature; and 125 to 250 microns	1	4,200.00	4,200.00
16.	Pc	INDEX CARD BOX, 5"x8"	2	280.00	560.00
17.	Pc	MAGAZINE FILE, close end, long, navy blue	10	105.00	1,050.00
18.	Unit	MOP BUCKET, HD, with 360° Rotating mop, spinner, and bucket	1	2,288.00	2,288.00
19.	Unit	PAPER CUTTER, 11"x15"	1	1,020.00	1,020.00
20.	Pc	Pencil and Pen Holder, Metal	7	50.00	350.00
21.	Pc	PUNCHER, heavy duty, 2-hole	1	200.00	200.00
22.	Pc	RULER, 12 inches, plastic	10	20.00	200.00
23.	Pc	SCISSOR, 6", HD	10	40.00	400.00
24.	Pc	STAPLER, HD, with remover, #35	3	200.00	600.00
25.	Pc	WALL CLOCK, quartz	2	400.00	800.00
TOTAL AMOUNT					53,761.44

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 April 10, 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