



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 Supplies and Materials for Registrar's Office of CvSU Bacoor City Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **"Supply and Delivery of Supplies and Materials for Registrar's Office of CvSU Bacoor City Campus"** with an Approved Budget for the Contract (ABC) of **Two Hundred Twenty-Four Thousand Pesos Only (PhP 224,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	pc	TOR BOARD sheeted with microtext and letterhead (REGISTRAR), 8.5" X 13"	5,000	15.00	75,000.00
2.	pc	Diploma Jacket/Holder with CvSU Logo, A4, leatherette padded customized, Green <ul style="list-style-type: none"> • Size: 8-1/4" x 11-3/4" • Materials: leatherette, Green Others: <ul style="list-style-type: none"> • White gamuza plastic (inside) 1 <ul style="list-style-type: none"> • With pocket in lower right corner (cover) • With gold stamping and deboss (school logo and school name) • Folded type 	1,100	130.00	143,000.00
3.	pc	Dry Seal, with CvSU Logo SPECIFICATIONS <ul style="list-style-type: none"> • Material/Finish: Cast Iron- Matte Black Finish • Overall Size: 9 inch (H) x 5.5" (L); Footprint 1.5" (W) x 5.5" (L) • Personalization Area: CvSU Seal/ Logo/ Monogram (placed in 2" diameter base) • Thickness: 2" diameter • Shape: Circle • Mounting: Dry seals are Designed to Emboss Paper maximum of 4 sheets of Gsm80 (or equivalent) paper at one time. A Device For for making an impression in wax, clay, paper, or some other Special requests, Please let us know ahead of time so we can adjust.	3	2,000.00	6,000.00
TOTAL AMOUNT					224,000.00

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 May 20, 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