



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 Equipment for CvSU Bacoor City Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment for CvSU Bacoor City Campus”** with an Approved Budget for the Contract (ABC) **Four Hundred Twenty-Seven Thousand Nine Hundred Twenty-Six Pesos and 68/100 Only (PhP 427,926.68)**. 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	2.4GHz Wireless Presenter	2	2,000.00	4,000.00
2.	PC	A4 Duplex Sheet-fed Document Scanner	1	35,000.00	35,000.00
3.	UNIT	AA BATTERY CHARGER	4	1,500.00	6,000.00
4.	UNIT	BULLETIN BOARD, cork board, 3'x5'	2	1,680.00	3,360.00
5.	UNIT	BULLETIN BOARD, cork board, 4'x8'	1	3,140.00	3,140.00
6.	UNIT	BULLETIN BOARD, cork board, 4'x8', with stand	1	8,500.00	8,500.00
7.	UNIT	BULLETIN BOARD, whiteboard, 3'x5', with stand	3	5,500.00	16,500.00
8.	UNIT	BULLETIN BOARD, whiteboard, 4'x8'	5	4,100.00	20,500.00
9.	UNIT	BULLETIN BOARD, whiteboard, 4'x8', with stand	1	7,500.00	7,500.00
10.	PC	CALCULATOR, SCIENTIFIC, 12 digits	4	750.00	3,000.00
11.	PC	DATING AND STAMPING MACHINE, HD	10	365.00	3,650.00
12.	PC	DESK TRAY, METAL, 3 layers	12	550.00	6,600.00
13.	UNIT	DIGITAL CAMERA	1	35,000.00	35,000.00
14.	PC	DOCUMENT STORAGE BOX, Plastic with wheels, 68cmx48cmx40cm, 87 liters	2	790.00	1,580.00
15.	PC	Printer, Monochrome A3 Wi-Fi Duplex All-in-One Ink Tank Printer	1	37,000.00	37,000.00
16.	UNIT	ELECTRIC FAN, Industrial, 14", metal blade	2	3,000.00	6,000.00
17.	UNIT	ELECTRIC FAN, Stand fan, 18"	3	2,000.00	6,000.00
18.	UNIT	ELECTRIC FAN, Wall fan, 16"	1	1,600.00	1,600.00
19.	UNIT	ELECTRIC FAN, Wall fan, 18"	4	1,800.00	7,200.00
20.	UNIT	GLUE GUN, big	20	230.00	4,600.00
21.	UNIT	GLUE GUN, small	15	160.00	2,400.00
22.	UNIT	High Speed Document Scanner	2	45,000.00	90,000.00
23.	PC	INDEX CARD BOX, 3"x5"	5	115.00	575.00
24.	PC	MAGAZINE FILE, close end, long, black	4	90.00	360.00
25.	PC	MAGAZINE FILE, close end, long, green	4	105.00	420.00
26.	UNIT	PAPER CUTTER, 10"x12"	2	800.00	1,600.00
27.	UNIT	PAPER CUTTER, 15"x18"	6	1,160.00	6,960.00
28.	UNIT	PAPER SHREDDER HD	1	22,000.00	22,000.00
29.	UNIT	PRINTER, impact, dot matrix, 24 pins, 136 columns	2	33,015.84	66,031.68

30.	UNIT	PUNCHER, 3-hole, HD	5	1,500.00	7,500.00
31.	PC	SCISSOR, 6", HD	5	40.00	200.00
32.	PC	STAMPING DATE, self-inking stamp, shiny	5	350.00	1,750.00
33.	PC	STAPLER, HD, with remover, #35	25	200.00	5,000.00
34.	PC	Three layers File Tray Acrylic Organizer	3	800.00	2,400.00
35.	PC	WALL CLOCK, quartz	10	400.00	4,000.00
		(Please see attached specification for reference)			
TOTAL AMOUNT					427,926.68

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 June 18, 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