

**Republic of the Philippines  
CAVITE STATE UNIVERSITY  
Don Severino de las Alas Campus**

**INVITATION TO SUBMIT QUOTATION**

**Supply and Delivery of Office Supplies and Materials for CvsU Camrona Campus**

1. The Cavite State University (CvsU) invites interested firms/supplier to submit quotation for the project "Supply and Delivery of Office Supplies and Materials for CvsU Camrona Campus" with an Approved Budget for the Contract (ABC) of Fifty-Four Thousand Four Hundred Fifty Pesos Only (PhP 54,450.00). Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No	Quantity	Unit	Description	Unit Cost	Total Cost
1	35	Rms	Bond paper; A4, 80gsm	27000	945000
2	9	Sets	Epson ink; 003, black and colored, set	370000	3330000
3	10	Bxs	Balpen, black	17000	1,70000
4	50	Pcs	Expanded folder; long	3000	1,50000
5	50	Pcs	Expanded brown envelope, long	3000	1,50000
6	100	Packs	Magazine paper; 10pcs per pack	7000	700000
<b>TOTAL AMOUNT</b>					<b>54,45000</b>

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 December 28, 2023.

Address : Procurement Office, Administration Building  
Cavite State University  
Indang, Cavite

E-mail : [procurementoffice@cvsueduph](mailto:procurementoffice@cvsueduph) / [rfqmin@cvsueduph](mailto:rfqmin@cvsueduph)

Telefax : (046) 889 6373

6. The CvsU reserves the right to reject any oral 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