



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

Indang, Cavite, Philippines

(046) 4150-010 / (046) 4150-0013 loc 203

www.cvsu.edu.ph

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Various Office Supplies and Devices for CvSU – DOE Project**


1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies and Devices for CvSU – DOE Project”** with an Approved Budget for the Contract (ABC) of **Sixty-Eight Thousand Eight Hundred Sixteen Pesos and 36/100 Only (PhP 68,816.36)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	pcs	Marker, whiteboard, black, felt tip, bullet type	11.86	237.20
2.	15	boxes	Paper Clip, vinyl/plastic coat, length: 32mm min.	6.29	94.35
3.	15	boxes	Paper Clip, vinyl/plastic coat, length: 48mm min.	14.04	210.60
4.	20	rolls	Tape, masking, width: 48mm (±1mm)	106.60	2,132.00
5.	20	rolls	Tape, transparent, width: 48mm (±1mm)	19.97	399.40
6.	151	reams	Paper, multicopy, 80gsm, size: 210mm x 297mm (A4 size)	172.31	26,018.81
7.	10	bottles	Glue, multi-purpose, 240g	120.00	1,200.00
8.	20	pcs	Marking Pen, permanent, broad, black	35.00	700.00
9.	10	boxes	Pencil, #2, 12's/box	80.00	800.00
10.	20	rolls	Tape, double adhesives, 1"	25.00	500.00
11.	6	reams	Colored Bond Paper, A4, S-20 (70gsm), orange	354.00	2,124.00
12.	25	pcs	Notebook, flag-type, 30 – 60 leaves, spiral	18.00	450.00
13.	10	packs	Photo Paper, glossy, 20pcs/pack, 180gsm, A4	100.00	1,000.00
14.	10	packs	Sticker Paper, glossy, 10's/pack, A4	35.00	350.00
15.	24	pcs	Sticky Note Pad, yellow, 2" x 3"	55.00	1,320.00
16.	20	pcs	Arch File, 3-hole, A4, D-type, 2", with label	300.00	6,000.00
17.	50	pcs	Brown Envelope, for A4 size document	1.60	80.00
18.	50	pcs	US Folder, A4, white	4.00	200.00
19.	31	bottles	Epson Ink, C13T6664100 (T6641), black	300.00	9,300.00
20.	15	bottles	Epson Ink, C13T6664200 (T6642), cyan	300.00	4,500.00
21.	15	bottles	Epson Ink, C13T6664300 (T6643), magenta	300.00	4,500.00
22.	15	bottles	Epson Ink, C13T6664400 (T6644), yellow	300.00	4,500.00
23.	2	pcs	Puncher, 3-hole, HD	1,100.00	2,200.00
<b>TOTAL AMOUNT</b>					<b>68,816.36</b>

2. The quotation must be submitted to the Supply Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of September 28, 2020.**

Address : Supply Office, Administration Building  
Cavite State University  
Indang, Cavite  
E-mail : supplyoffice@cvsu.edu.ph  
Telefax : (046) 862-0852

3. 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.

  
**PRECIOSA G. ERAÑA**  
BAC Secretary, Goods and Services