



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

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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Various Office Supplies and Equipment
for OVPRE-CHED MASKS Project

1. The Cavite State University (CvSU) invites interested firms/suppliers to submit quotation for the project **"Supply and Delivery of Various Office Supplies and Equipment for OVPRE-CHED MASKS Project"** with an Approved Budget for the Contract (ABC) of **One Hundred Five Thousand Four Hundred Forty-Three Pesos and 8/100 Only (PhP 105,443.08)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	5	boxes	Continuous Form, 9.5" x 11", 2-ply, S-20, carbonless	1,100.00	5,500.00
2.	5	bottles	Ink, EPSON C13T664100 (T6641), black	254.00	1,270.00
3.	5	bottles	Ink, EPSON C13T664100 (T6642), cyan	254.00	1,270.00
4.	5	bottles	Ink, EPSON C13T664100 (T6643), magenta	254.00	1,270.00
5.	5	bottles	Ink, EPSON C13T664100 (T6644), yellow	254.00	1,270.00
6.	10	bottles	Ink, EPSON 003, black, for L3110	356.00	3,560.00
7.	7	bottles	Ink, EPSON 003, cyan, for L3110	356.00	2,492.00
8.	7	bottles	Ink, EPSON 003, magenta, for L3110	356.00	2,492.00
9.	7	bottles	Ink, EPSON 003, yellow, for L3110	356.00	2,492.00
10.	13	boxes	Index Tab, self-adhesive, transparent	60.00	780.00
11.	50	pcs	Envelope, green, expanding, legal	15.00	750.00
12.	15	pcs	Envelope, expanding, long, kraft	100.00	1,500.00
13.	7	bundles	Folder, fancy, A4, violet	300.00	2,100.00
14.	30	pcs	Folder, A4, white	4.00	120.00
15.	230	pcs	Folder, long, white	5.00	1,150.00
16.	2	packs	Photo Paper, shiny, A4, 20's/pack, 180gsm	85.00	170.00
17.	5	packs	Photo Paper, matte, A4, 20's/pack, 180gsm	110.00	550.00
18.	80	reams	Copy Paper, A4, 70gsm	170.00	13,600.00
19.	30	reams	Copy Paper, long, 70gsm	180.00	5,400.00
20.	5	reams	Colored Bond Paper, A4, S-20, green	150.00	750.00
21.	2	reams	Colored Bond Paper, A4, S-20, blue	370.00	740.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
22.	5	packs	Sticker Paper, matte, 10's/pack, A4	40.00	200.00
23.	2	pads	Sticky Note Pads, yellow, 1.5" x 2"	30.00	60.00
24.	40	pcs	Sign Pen, black, liquid/gel ink, 0.5mm	40.00	1,600.00
25.	20	pcs	Sign Pen, blue, liquid/gel ink, 0.5mm	40.00	800.00
26.	2	boxes	Pencil, #2, 12's/box	85.00	170.00
27.	10	pcs	Marker, black	40.00	400.00
28.	12	pcs	Ballpen, green	15.00	180.00
29.	30	rolls	Tape, transparent, 1"	15.00	450.00
30.	12	rolls	Tape, double adhesive, 1"	25.00	300.00
31.	2	rolls	Tape, double adhesive, 2"	30.00	60.00
32.	2	rolls	Tape, masking, 1"	55.12	110.24
33.	20	rolls	Tape, masking, 2"	55.12	1,102.40
34.	47	pcs	Correction Tape, 8 meters	17.00	799.00
35.	12	boxes	Clip, backfold, 19mm	15.00	180.00
36.	12	boxes	Clip, backfold, 25mm	20.00	240.00
37.	3	pcs	Stapler, heavy duty, with remover, #35	120.00	360.00
38.	3	boxes	Staple Wire, heavy duty, #35	25.00	75.00
39.	10	packs	Battery, AA, 2pcs/pack	65.00	650.00
40.	10	packs	Battery, AAA, 2pcs/pack	70.00	700.00
41.	7	pairs	Scissors, heavy duty	45.00	315.00
42.	2	pcs	Cutter Knife, small	25.00	50.00
43.	2	pcs	Cutter Knife, big	33.43	66.86
44.	2	boxes	Paper Clip, 32mm	6.29	12.58
45.	6	pcs	Ruler, plastic, 12"	17.00	102.00
46.	2	pcs	Ruler, plastic, 6"	10.00	20.00
47.	4	bottles	Glue, 240mL	120.00	480.00
48.	1	bottle	Stamp Pad Ink, green, 30mL	32.00	32.00
49.	1	bottle	Stamp Pad Ink, purple, 30mL	32.00	32.00
50.	3	bottles	Numbering Machine Ink, black, 250mL	400.00	1,200.00
51.	2	boxes	Paper Fastener, plastic-coated	25.00	50.00
52.	50	rolls	Adding Machine Tape	25.00	1,250.00
53.	6	pcs	Magazine File Box, long, blue, closed-end	75.00	450.00
54.	1	roll	Plastic Cover, gauge 4	1,100.00	1,100.00
55.	2	pcs	Tape Dispenser, table top, heavy duty	70.00	140.00
56.	1	pc	Mini Dater, colored	150.00	150.00
57.	8	pcs	Calculator Adaptor, Knight KC-6500, DC Converter, 220VAC/6VDC	200.00	1,600.00
58.	3	pcs	Flash Drive, 64GB	800.00	2,400.00
59.	3	pcs	Flash Drive, 16GB	440.00	1,320.00
60.	1	pc	Optical Mouse, wireless	425.00	425.00
61.	4	pcs	Optical Mouse, USB-type	425.00	1,700.00
62.	4	pcs	Keyboard, USB-type	450.00	1,800.00
63.	1	unit	Cellular Phone, smartphone	10,000.00	10,000.00
64.	1	unit	Coffee Maker, 1.25L capacity	3,700.00	3,700.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
65.	1	unit	Microwave Oven, 23L	4,500.00	4,500.00
66.	2	units	Extension Outlet, with individual switch, 6-gang	700.00	1,400.00
67.	12	packs	Tissue Paper, 2-ply	105.00	1,260.00
68.	8	bottles	Alcohol, isopropyl, 500mL	95.00	760.00
69.	4	bottles	Dishwashing Liquid, 900mL, lemon	125.00	500.00
70.	16	pcs	Scouring Pad, big	25.00	400.00
71.	3	pcs	Souring Pad, with foam	25.00	75.00
72.	3	kgs	Cotton Rag, round	40.00	120.00
73.	6	pcs	Doormat	100.00	600.00
74.	5	bottles	Disinfectant Spray, 500mL	500.00	2,500.00
75.	5	gals	Liquid Bleach, 1000mL	35.00	175.00
76.	10	pcs	Detergent Bar Soap, single	10.00	100.00
77.	10	packs	Detergent Powder, 400 – 500 grams	50.00	500.00
78.	1	pc	Broom, soft, heavy duty	150.00	150.00
79.	5	pcs	Air Gel Freshener, 180g	165.00	825.00
80.	5	pcs	Bathroom Deodorizer, lemon, big	50.00	250.00
81.	5	bottles	Essential Oil, 30mL	174.00	870.00
82.	4	sets	Tornado Mop, big, heavy duty	1,100.00	4,400.00
TOTAL AMOUNT					105,443.08

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 10, 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