



CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus

Indang, Cavite, Philippines

☎ (046) 415-0010 / 📠 (046) 4150-0013 loc 203

www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies, Materials and Equipment
for Research Activity of CEIT

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies, Materials and Equipment for Research Activity of CEIT”** with an Approved Budget for the Contract (ABC) of **Three Hundred Forty-Two Thousand One Hundred Twenty Pesos and 10/100 Only (PhP 342,120.10)**. 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	Acetate, transparency film, A4	275.00	1,375.00
2.	50	pcs	Ballpen, black	5.00	250.00
3.	20	pcs	Ballpen, blue	5.00	100.00
4.	30	pcs	Ballpen, blue	5.00	150.00
5.	30	pcs	Battery, AA, 2's	70.00	2,100.00
6.	30	pcs	Battery, AAA, 2's	70.00	2,100.00
7.	100	pcs	Bag, kraft, 12 x 6 x 12, plain	50.00	5,000.00
8.	50	pcs	CD-RW, with case	42.00	2,100.00
9.	50	pcs	Certificate Holder, A4, plastic with board	35.00	1,750.00
10.	10	boxes	Clip, backfold, 15mm, 12's/box	12.00	120.00
11.	10	boxes	Clip, backfold, 32mm, 12's/box	28.00	280.00
12.	10	boxes	Clip, backfold, 41mm, 12's/box	50.00	500.00
13.	20	pcs	Eraser, dust-free, big	20.00	400.00
14.	20	pcs	Eraser, felt, for whiteboard/blackboard	24.00	480.00
15.	10	pcs	Fluorescent Marker, green	35.00	350.00
16.	10	pcs	Fluorescent Marker, orange	35.00	350.00
17.	10	pcs	Fluorescent Marker, pink	35.00	350.00
18.	10	pcs	Fluorescent Marker, yellow	35.00	350.00
19.	50	pcs	Glue, multi-purpose, 130g	65.00	3,250.00
20.	20	pcs	Glue Stick, big	10.00	20.00
21.	200	pcs	ID Lace, customized	45.00	9,000.00
22.	100	pcs	ID Jacket, clear plastic, A2 (105 x 82mm), transverse	12.00	1,200.00
23.	100	pcs	ID Jacket, clear plastic, A3 (116 x 92mm), transverse	15.00	1,500.00
24.	100	pcs	ID Jacket, clear plastic, B3 (126 x 95mm), upright	15.00	1,500.00
25.	100	pcs	ID Jacket, clear plastic, B4 (155 x 106mm), upright	20.00	2,000.00
26.	20	bottles	Ink Refill, permanent marker, black	80.00	1,600.00
27.	20	bottles	Ink Refill, whiteboard marker, black	132.00	2,640.00
28.	2	packs	Laminating Film, 8.5" x 11", 250mic	1,075.00	2,150.00
29.	2	packs	Laminating Film, A4, 250mic	1,200.00	2,400.00
30.	2	tubes	Lead for Mechanical Pencil	35.00	70.00
31.	10	pcs	Marking Pen, permanent, broad, black	35.00	350.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
32.	5	pcs	Marking Pen, permanent, broad, blue	35.00	175.00
33.	5	pcs	Marking Pen, permanent, broad, red	35.00	175.00
34.	10	pcs	Marking Pen, permanent, fine, black	35.00	350.00
35.	5	pcs	Marking Pen, permanent, fine, blue	35.00	175.00
36.	5	pcs	Marking Pen, permanent, fine, red	35.00	175.00
37.	5	pcs	Marking Pen, permanent, superfine, black	45.00	225.00
38.	5	pcs	Marking Pen, permanent, superfine, blue	45.00	225.00
39.	5	pcs	Marking Pen, permanent, superfine, red	45.00	225.00
40.	20	boxes	Pencil, #1, 12's/box	80.00	1,600.00
41.	20	boxes	Pencil, #2, 12's/box	80.00	1,600.00
42.	5	pcs	Pencil, mechanical, with 0.5mm lead	25.00	125.00
43.	10	pcs	Photo Frame, with stand, A4	85.000	850.00
44.	20	cases	Push Pin, flat head type, assorted colors, 50 pcs per case	16.25	325.00
45.	20	pcs	Sign Pen, black, 0.5	62.00	1,240.00
46.	5	pcs	Sign Pen, black, 1	62.00	310.00
47.	20	pcs	Sign Pen, blue, 0.5	62.00	1,240.00
48.	5	pcs	Sign Pen, blue, 1	62.00	310.00
49.	20	pcs	Sign Pen, red, 0.5	62.00	1,240.00
50.	5	pcs	Sign Pen, red, 1	62.00	310.00
51.	5	bottles	Stamp Pad Ink, black	65.00	325.00
52.	5	bottles	Stamp Pad Ink, green	65.00	325.00
53.	100	boxes	Staple Wire, Std. No. 25	29.00	2,900.00
54.	50	boxes	Staple Wire, HD, 23/17, for heavy duty staplers, metal, non-rust	45.00	2,250.00
55.	30	rolls	Tape, double adhesive, 1"	25.00	750.00
56.	30	rolls	Tape, double adhesive, 2"	50.00	1,500.00
57.	20	rolls	Tape, duct, 2"	155.40	3,108.00
58.	20	rolls	Tape, magic, 1"	228.00	4,560.00
59.	10	boxes	Thumbtacks	10.00	100.00
60.	100	packs	Art Paper, assorted colors, 12's/pack	10.00	1,000.00
61.	20	reams	Colored Bond Paper, A4, S-24 (80gsm), green	420.00	8,400.00
62.	20	reams	Colored Bond Paper, A4, S-24 (80gsm), yellow	420.00	8,400.00
63.	20	reams	Colored Bond Paper, A4, S-24 (80gsm), blue	420.00	8,400.00
64.	20	reams	Colored Bond Paper, A4, S-24 (80gsm), orange	420.00	8,400.00
65.	5	reams	Colored Bond Paper, short, S-24 (80gsm), green	420.00	2,100.00
66.	5	reams	Colored Bond Paper, short, S-24 (80gsm), yellow	420.00	2,100.00
67.	5	reams	Colored Bond Paper, short, S-24 (80gsm), blue	420.00	2,100.00
68.	5	reams	Colored Bond Paper, short, S-24 (80gsm), orange	420.00	2,100.00
69.	5	reams	Colored Bond Paper, long, S-24 (80gsm), green	420.00	2,100.00
70.	5	reams	Colored Bond Paper, long, S-24 (80gsm), yellow	420.00	2,100.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
71.	5	reams	Colored Bond Paper, long, S-24 (80gsm), blue	420.00	2,100.00
72.	5	reams	Colored Bond Paper, long, S-24 (80gsm), orange	420.00	2,100.00
73.	10	reams	Colored Bond Paper, A4, S-24 (80gsm), assorted colors	420.00	4,200.00
74.	20	pcs	Illustration Board, 30" x 40"	50.00	1,000.00
75.	21	packs	Index Card, 3" x 5", 500 pieces per pack	103.00	206.00
76.	2	packs	Index Card, 5" x 8", 500 pieces per pack	175.00	350.00
77.	2	packs	Manila Paper, 10 sheets per pack	30.00	60.00
78.	10	pcs	Morocco Paper, 30 x 40, blue	42.00	420.00
79.	10	pcs	Morocco Paper, 30 x 40, brown	42.00	420.00
80.	10	pcs	Morocco Paper, 30 x 40, green	42.00	420.00
81.	10	pcs	Morocco Paper, 30 x 40, orange	42.00	420.00
82.	10	pcs	Morocco Paper, 30 x 40, pink	42.00	420.00
83.	10	pcs	Morocco Paper, 30 x 40, red	42.00	420.00
84.	10	pcs	Morocco Paper, 30 x 40, white	42.00	420.00
85.	10	pcs	Morocco Paper, 30 x 40, yellow	42.00	420.00
86.	5	reams	Parchment Paper, A4, substance 20	254.00	1,270.00
87.	10	packs	Photo Paper, glossy, 20pcs/pack, 180gsm, A4	100.00	1,000.00
88.	10	packs	Photo Paper, matte, 20pcs/pack, 180gsm, A4	100.00	1,000.00
89.	20	packs	Specialty Board, 10's/pack, 180gsm, cream, A4	35.00	700.00
90.	10	packs	Specialty Board, 10's/pack, 180gsm, white, A4	35.00	350.00
91.	10	packs	Specialty Board, 10's/pack, 180gsm, vellum, A4	35.00	350.00
92.	50	pcs	Specialty Paper, with microtext, A4	5.00	250.00
93.	20	packs	Sticker Paper, glossy, A4, 10's/pack	35.00	700.00
94.	20	packs	Sticker Paper, matte, A4, 10's/pack	35.00	700.00
95.	20	pads	Sticky Note Pads, yellow, 1.5" x 2"	28.00	560.00
96.	20	pads	Sticky Note Pads, yellow, 2" x 3"	55.00	1,100.00
97.	20	pads	Sticky Note Pads, yellow, 3" x 3"	60.00	1,200.00
98.	20	pads	Sticky Note Pads, yellow, 3" x 4"	85.00	1,700.00
99.	20	pads	Sticky Note Pads, yellow, 3" x 5"	98.00	1,960.00
100.	3	pads	Sticky Note Pads, assorted colors, 2" x 2", 400's/pad	155.35	466.05
101.	100	pcs	Arch File, 3-hole, A4, D-type, 3", with label	350.00	35,000.00
102.	100	pcs	Brown Envelope, for A4 size document	1.60	160.00
103.	50	pcs	Envelope, plastic, expanding, A4	50.00	2,500.00
104.	30	pcs	Envelope, plastic, expanding, A4 with handle	60.00	1,800.00
105.	20	pcs	Envelope, expanding, A4, blue	12.50	250.00
106.	20	pcs	Envelope, expanding, A4, green	12.50	250.00
107.	20	pcs	Envelope, expanding, A4, kraft	12.50	250.00
108.	20	pcs	Envelope, expanding, A4, red	12.50	250.00
109.	20	pcs	Envelope, expanding, A4, yellow	12.50	250.00
110.	20	pcs	Envelope, expanding, long, blue	15.00	300.00
111.	2	boxes	Envelope, mailing, long, 500pcs/box	350.00	700.00
112.	2	boxes	Envelope, mailing, short, 500pcs/box	180.00	360.00


Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
113.	20	boxes	Fastener, for paper, plastic coated, 50 sets per box	50.00	1,000.00
114.	30	pcs	File Organizer, plastic, expanding, with divider, A4	90.00	2,700.00
115.	100	pcs	Folder, plastic, L-type, A4	6.50	650.00
116.	100	pcs	Folder, sliding, gray morocco with plastic cover, A4	15.00	1,500.00
117.	100	pcs	Folder, sliding, morocco, blue, A4	9.00	900.00
118.	100	pcs	Folder, sliding, morocco, brown, A4	9.00	900.00
119.	100	pcs	Folder, sliding, morocco, green, A4	9.00	900.00
120.	100	pcs	Folder, sliding, morocco, orange, A4	9.00	900.00
121.	100	pcs	Folder, sliding, morocco, pink, A4	9.00	900.00
122.	100	pcs	Folder, sliding, morocco, red, A4	9.00	900.00
123.	100	pcs	Folder, sliding, morocco, white, A4	9.00	900.00
124.	100	pcs	Folder, sliding, morocco, yellow, A4	9.00	900.00
125.	100	pcs	Folder, sliding, plastic, blue, A4	6.00	600.00
126.	100	pcs	Folder, sliding, plastic, green, A4	6.00	600.00
127.	100	pcs	Folder, sliding, plastic, red, A4	6.00	600.00
128.	100	pcs	Folder, sliding, plastic, yellow, A4	6.00	600.00
129.	20	bottles	Epson Ink, C13T6664100 (T6641), black	300.00	6,000.00
130.	5	bottles	Epson Ink, C13T6664200 (T6642), cyan	300.00	2,400.00
131.	5	bottles	Epson Ink, C13T6664300 (T6643), magenta	300.00	2,400.00
132.	5	bottles	Epson Ink, C13T6664400 (T6644), yellow	300.00	2,400.00
133.	1	unit	Water Dispenser, hot and cold	5,600.00	5,600.00
134.	2	sets	Tornado Mop, big	1,300.00	2,600.00
135.	1	unit	Bulletin Board, corkboard, 3' x 5'	1,500.00	1,500.00
136.	1	unit	Bulletin Board, whiteboard, 4' x 8', with stand	7,200.00	7,200.00
137.	1	unit	Calculator, scientific, 12-digit	475.00	475.00
138.	2	units	Desk Tray, metal, 3-layer	475.00	950.00
139.	3	units	Electric Fan, stand fan, 18"	1,600.00	4,800.00
140.	2	units	Glue Gun, big	150.00	300.00
141.	1	unit	Paper Cutter, 15" x 18"	1,200.00	1,200.00
142.	1	unit	Puncher, 3-hole	1,100.00	1,100.00
143.	3	pcs	Ruler, 12", metal	40.00	120.00
144.	2	pcs	Ruler, 24", metal	230.00	460.00
145.	3	pairs	Scissors, 6"	70.00	210.00
146.	1	pc	Stamping Date, self-inking stamp	375.00	375.00
147.	1	pc	Stapler	100.00	100.00
148.	1	pc	Stapler, with remover, #35	110.00	110.00
149.	1	pc	Tape Dispenser, handheld	50.00	50.00
150.	1	unit	Wall Clock	300.00	300.00
151.	2	units	Bookshelves, open shelves, metal, 5-layer	8,00.00	16,000.00
152.	2	units	Cabinet, filing, lateral, 3-layer	12,000.00	24,000.00
153.	1	unit	Chair, executive, leather	10,000.00	10,000.00
154.	50	pcs	Chair, monobloc, without armrest, beige	420.00	21,000.00
155.	1	set	Sofa Set, 3-seater	14,000.00	14,000.00
156.	5	pcs	Extension Cord, 4-universal plug with individual switches	1,000.00	5,000.00
157.	10	pcs	Albatross, big	48.00	480.00
158.	20	pcs	Alcohol, 70% isopropyl, 500MI	73.00	1,460.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
159.	5	dozens	Bathroom Tissue, coreless, plain	150.00	750.00
160.	5	pcs	Bleaching Solution, 1L	40.00	200.00
161.	50	pcs	Dishwashing Foam	25.00	1,250.00
162.	15	bottles	Dishwashing Liquid, 1000MI	100.00	1,500.00
163.	50	pcs	Doormat, cotton	50.00	1,250.00
164.	10	pcs	Doormat, rubber	40.00	400.00
165.	10	bottles	Hand Sanitizer. 200MI	100.00	1,000.00
166.	5	pcs	Soap, bathroom, 90 grams, 1 piece in individual box	24.00	120.00
TOTAL AMOUNT					342,120.10

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 October 19, 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