



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

Indang, Cavite, Philippines
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 www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Materials for CEIT

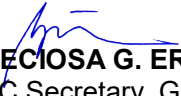
1. The Cavite State University (Cvsu) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for CEIT”** with an Approved Budget for the Contract (ABC) of **One Hundred Eighteen Thousand Two Hundred Thirty-Seven Pesos Only (PhP 118,237.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|---------------------|----------|---------|--|-----------|-------------------|
| 1. | 1 | roll | Acetate, gauge #4, 50m per roll, plastic cover | 950.00 | 950.00 |
| 2. | 100 | pcs | Ballpen, black | 5.00 | 500.00 |
| 3. | 100 | pcs | Ballpen, blue | 5.00 | 500.00 |
| 4. | 100 | pcs | Ballpen, red | 5.00 | 500.00 |
| 5. | 10 | pcs | Certificate Holder, A4, with board | 38.00 | 380.00 |
| 6. | 5 | boxes | Clip, backfold, 15mm, 12's/box | 12.00 | 60.00 |
| 7. | 5 | boxes | Clip, backfold, 32mm, 12's/box | 44.00 | 220.00 |
| 8. | 5 | boxes | Clip, backfold, 41mm, 12's/box | 46.00 | 230.00 |
| 9. | 20 | pcs | Diploma Jacket, heat sealed | 75.00 | 1,500.00 |
| 10. | 5 | pcs | Fluorescent Marker, green | 35.00 | 175.00 |
| 11. | 5 | pcs | Fluorescent Marker, orange | 35.00 | 175.00 |
| 12. | 5 | pcs | Fluorescent Marker, pink | 35.00 | 175.00 |
| 13. | 5 | pcs | Fluorescent Marker, yellow | 35.00 | 175.00 |
| 14. | 5 | bottles | Glue, multi-purpose, 240g | 120.00 | 600.00 |
| 15. | 20 | bottles | Ink Refill, whiteboard marker, black | 132.00 | 2,640.00 |
| 16. | 5 | boxes | Pencil, #1, 12's/box | 80.00 | 400.00 |
| 17. | 10 | pcs | Sign Pen, black, 0.5 | 25.00 | 250.00 |
| 18. | 5 | pcs | Sign Pen, blue, 1 | 35.00 | 175.00 |
| 19. | 10 | packs | Specialty Paper, cream, A4, 220gsm, 10's/pack | 32.20 | 322.00 |
| 20. | 6 | boxes | Fastener, for paper, plastic coated, 50 sets per box | 50.00 | 300.00 |
| 21. | 20 | bottles | Epson Ink, 003, black | 254.00 | 5,080.00 |
| 22. | 10 | bottles | Epson Ink, 003, black | 254.00 | 2,540.00 |
| 23. | 10 | bottles | Epson Ink, 003, black | 254.00 | 2,540.00 |
| 24. | 10 | bottles | Epson Ink, 003, black | 254.00 | 2,540.00 |
| 25. | 1 | set | Tornado Mop, big | 1,300.00 | 1,300.00 |
| 26. | 5 | pcs | Stapler, with remover, #35 | 240.00 | 1,200.00 |
| 27. | 2 | units | Flash Drive, 32GB | 800.00 | 1,600.00 |
| 28. | 2 | units | Printer, multifunction, with continuous ink | 8,000.00 | 16,000.00 |
| 29. | 2 | units | Chair, office, high back, fabric | 6,000.00 | 12,000.00 |
| 30. | 12 | units | Computer Chair, gas lift, black | 1,500.00 | 18,000.00 |
| 31. | 4 | units | Table, clerical, 20" x 45", with top glass | 4,300.00 | 17,200.00 |
| 32. | 21 | pcs | Padlock, 50mm | 120.00 | 2,520.00 |
| 33. | 72 | pcs | Fluorescent, bulb, 36 watts | 350.00 | 25,200.00 |
| 34. | 58 | pcs | Starter, 4-40 watts | 5.00 | 290.00 |
| TOTAL AMOUNT | | | | | 118,237.00 |

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 Supply Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of November 16, 2020**.

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

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.


PRECIOSA G. ERAÑA
BAC Secretary, Goods and Services