



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 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 **Seventy-Seven Thousand One Hundred Eighty-Six Pesos and 70/100 Only (PhP 77,186.70)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	2	rolls	Acetate, gauge #4, 50m per roll, plastic cover	1,050.00	2,100.00
2.	50	pcs	Ballpen, black	5.00	250.00
3.	20	pcs	Ballpen, blue	5.00	100.00
4.	30	pcs	Ballpen, red	5.00	150.00
5.	30	pcs	Battery, AA, 2's	70.00	2,100.00
6.	10	boxes	Clip, backfold, 15mm, 12's/box	12.00	120.00
7.	10	boxes	Clip, backfold, 32mm, 12's/box	28.00	280.00
8.	10	boxes	Clip, backfold, 41mm, 12's/box	50.00	500.00
9.	10	boxes	Clip, bulldog, 23mm, 12's/box	28.00	280.00
10.	10	boxes	Clip, bulldog, 31mm, 12's/box	38.00	380.00
11.	10	boxes	Clip, bulldog, 38mm, 12's/box	46.00	460.00
12.	10	boxes	Clip, bulldog, 51mm, 12's/box	67.00	670.00
13.	10	boxes	Clip, bulldog, 63mm, 12's/box	99.00	990.00
14.	10	boxes	Clip, bulldog, 75mm, 12's/box	134.00	1,340.00
15.	10	pcs	Fluorescent Marker, green	35.00	350.00
16.	20	pcs	Fluorescent Marker, orange	35.00	700.00
17.	15	pcs	Fluorescent Marker, pink	35.00	525.00
18.	10	pcs	Fluorescent Marker, yellow	35.00	350.00
19.	5	pcs	Glue, multi-purpose, 130g	65.00	325.00
20.	10	bottles	Ink Refill, permanent marker, black	80.00	800.00
21.	30	bottles	Ink Refill, whiteboard marker, black	132.00	3,960.00
22.	2	packs	Laminating Film, A4, 125mic	600.00	1,200.00
23.	10	pcs	Marking Pen, permanent, broad, black	35.00	350.00
24.	10	pcs	Marking Pen, permanent, broad, red	35.00	350.00
25.	20	boxes	Pencil, #1, 12's/box	80.00	1,600.00
26.	35	pcs	Sign Pen, black, 0.5	62.00	2,170.00
27.	10	pcs	Sign Pen, blue, 0.5	62.00	620.00
28.	10	bottles	Stamp Pad Ink, black	65.00	650.00
29.	30	rolls	Tape, double adhesive, 1"	25.00	750.00
30.	10	rolls	Tape, double adhesive, 2"	50.00	500.00
31.	8	rolls	Tape, duct, 2"	155.40	1,243.20
32.	15	reams	Colored Bond Paper, A4, S-20 (70gsm), orange	354.00	5,310.00
33.	15	bundles	Daily Time Record, Form 48, white, 50's/bundle	90.00	1,350.00


Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
34.	10	packs	Sticker Paper, glossy, A4, 10's/pack	35.00	350.00
35.	10	packs	Sticker Paper, matte, A4, 10's/pack	35.00	350.00
36.	5	pads	Sticky Note Pads, yellow, 2" x 3"	55.00	275.00
37.	15	pads	Sticky Note Pads, yellow, 3" x 5"	98.00	1,470.00
38.	100	pcs	Brown Envelope, for A4 size document	1.60	160.00
39.	15	pcs	Envelope, expanding, A4, kraft	12.50	187.50
40.	15	pcs	Envelope, expanding, A4, red	12.50	187.50
41.	15	pcs	Envelope, expanding, A4, yellow	12.50	187.50
42.	15	pcs	Envelope, expanding, long, blue	15.00	225.00
43.	1	box	Envelope, mailing, long, 500pcs/box	350.00	350.00
44.	1	box	Envelope, mailing, short, 500pcs/box	180.00	180.00
45.	8	boxes	Fastener, for paper, plastic coated, 50 sets per box	50.00	400.00
46.	74	pcs	Folder, plastic, L-type, A4	6.50	481.00
47.	100	pcs	Folder, sliding, gray morocco with plastic cover, A4	15.00	1,500.00
48.	20	pcs	Folder, sliding, morocco, green, A4	9.00	180.00
49.	20	pcs	Folder, sliding, morocco, orange, A4	9.00	180.00
50.	20	pcs	Folder, sliding, morocco, white, A4	9.00	180.00
51.	20	pcs	Folder, sliding, plastic, green, A4	6.00	120.00
52.	15	bottles	Epson Ink, C13T6664100 (T6641), black	300.00	4,500.00
53.	8	bottles	Epson Ink, C13T6664200 (T6642), cyan	300.00	2,400.00
54.	8	bottles	Epson Ink, C13T6664300 (T6643), magenta	300.00	2,400.00
55.	8	bottles	Epson Ink, C13T6664400 (T6644), yellow	300.00	2,400.00
56.	15	pcs	Epson Ribbon for LX-310	120.00	1,800.00
57.	30	cart	Epson Ink Cart, T00V100 (003), black	300.00	9,000.00
58.	10	cart	Epson Ink Cart, T00V200 (003), cyan	300.00	3,000.00
59.	10	cart	Epson Ink Cart, T00V300 (003), magenta	300.00	3,000.00
60.	10	cart	Epson Ink Cart, T00V400 (003), yellow	300.00	3,000.00
61.	30	pcs	Albatross, big	48.00	1,440.00
62.	20	pcs	Alcohol, 70% isopropyl, 500mL	73.00	1,460.00
63.	30	bottles	Dishwashing Liquid, 1000mL	100.00	3,000.00
TOTAL AMOUNT					77,186.70

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