



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

Indang, Cavite, Philippines
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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Materials for OVPASS

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 OVPASS”** with an Approved Budget for the Contract (ABC) of **Sixty-Five Thousand One Hundred Fifty Pesos and 79/100 Only (PhP 65,150.79)**. 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	packs	Battery, AA, 2 pieces per blister pack	36.30	72.60
2.	20	pcs	Correction Tape, film base type, UL 6m min.	14.02	280.40
3.	15	pcs	Marker, permanent, bullet type, black	8.98	134.70
4.	5	pcs	Marker, permanent, bullet type, blue	8.98	44.90
5.	5	pcs	Marker, permanent, bullet type, red	8.98	44.90
6.	5	boxes	Paper Clip, vinyl/plastic coat, length: 32mm min.	6.29	31.45
7.	5	boxes	Paper Clip, vinyl/plastic coat, length: 48mm min.	14.04	70.20
8.	5	boxes	Pencil, lead, with eraser, wood cased, hardness: HB	20.79	103.95
9.	60	pcs	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	34.61	2,076.60
10.	40	pcs	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	34.61	1,384.40
11.	10	pcs	Sign Pen, red, liquid/gel ink, 0.5mm needle tip	34.61	346.10
12.	2	bottles	Stamp Pad Ink, purple or violet	30.80	61.60
13.	10	boxes	Staple Wire, standard, 26/6, #35	22.55	225.50
14.	12	rolls	Tape, masking, width: 24mm (±1mm)	55.12	661.44
15.	12	rolls	Tape, masking, width: 48mm (±1mm)	106.60	1,279.20
16.	12	rolls	Tape, packaging, width: 48mm (±1mm)	19.97	239.64
17.	30	rolls	Tape, transparent, width: 24mm (±1mm)	10.09	302.70
18.	30	packs	Toilet Tissue Paper, 2-ply sheets, 150 pulls	85.80	2,574.00
19.	8	pads	Note Pad, stick-on, 50mm x 76mm (2" x 3") min.	37.06	296.48
20.	8	pads	Note Pad, stick-on, 76mm x 76mm (3" x 3") min.	47.73	381.84
21.	8	pads	Note Pad, stick-on, 76mm x 100mm (3" x 4") min.	59.28	474.24
22.	50	reams	Paper, multi-purpose (copy), A4, 70gsm	128.44	6,422.00
23.	20	reams	Paper, multi-purpose (copy), legal, 70gsm	169.40	3,388.00
24.	1	pc	Record Book, 300 pages, size: 214mm x 278mm min.	70.72	70.72

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
25.	1	pc	Record Book, 500 pages, size: 214mm x 278mm min.	101.92	101.92
26.	3	pcs	Clearbook, 20 transparent pocket, for A4 size	39.50	118.50
27.	3	pcs	Clearbook, 20 transparent pocket, for legal size	42.32	126.96
28.	4	bottles	Ink Cart, EPSON C13T664100 (T6641), black	254.80	1,019.20
29.	4	bottles	Ink Cart, EPSON C13T664200 (T6642), cyan	254.80	1,019.20
30.	4	bottles	Ink Cart, EPSON C13T664300 (T6643), magenta	254.80	1,019.20
31.	4	bottles	Ink Cart, EPSON C13T664400 (T6644), yellow	254.80	1,019.20
32.	16	bottles	Alcohol, ethyl, 68% - 70%, scented, 500mL (-5mL)	43.79	700.64
33.	4	pcs	Broom, soft (tambo)	136.24	544.96
34.	4	pcs	Broom, stick (ting-ting), usable length: 760mm min.	18.20	72.80
35.	20	bottles	Cleaner, toilet bowl and urinal, 900mL – 1000mL cap	41.60	832.00
36.	16	pcs	Detergent Bar, 140grams as packed	9.03	144.48
37.	8	cans	Disinfectant Spray, aerosol type, 300mL min per can	122.98	983.84
38.	3	pcs	Dust Pan, non-rigid plastic, with detachable handle	24.83	74.49
39.	8	can	Furniture Cleaner, aerosol type, 300mL min per can	115.53	924.24
40.	10	kgs	Rags, all cotton, 32 pieces per kilogram min.	49.69	496.91
41.	5	packs	Scouring Pad, made of synthetic nylon, 140 x 220mm	102.96	514.80
42.	2	pcs	Calculator, compact, 12-digit, two-way power source (solar and cell)	346.85	693.70
43.	3	pcs	Cutter Knife, for general purpose	33.43	100.29
44.	10	pcs	Data File Box, made of chipboard, with closed ends	77.20	772.00
45.	1	pc	Dating and Stamping Machine, heavy duty	453.96	453.96
46.	10	pcs	Magazine File Box, large size, made of chipboard	66.50	665.00
47.	1	pc	Pencil Sharpener, manual, single cutter head	202.80	202.80
48.	1	pc	Puncher, paper, heavy duty, with two hole guide	131.96	131.96
49.	2	pcs	Ruler, plastic, 450mm (18"), width: 38mm min	17.68	35.36
50.	2	pcs	Scissors, symmetrical, blade length: 65mm min.	40.56	81.12
51.	2	pcs	Stamp Pad, felt, bed dimension: 60mm x 100mm min.	34.13	68.26
52.	1	unit	Externak Hard Drive, 1TB, 2.4" HDD, USB 3.0	2,714.00	2,714.00
53.	1	pc	Flash Drive, 16GB capacity	167.44	167.44
54.	40	pcs	Ballpen, black	5.00	200.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
55.	10	pcs	Ballpen, red	5.00	50.00
56.	20	pcs	Battery, AA, 2's, HD	65.00	1,300.00
57.	20	pcs	Battery, AAA, 2's, HD	70.00	1,400.00
58.	5	boxes	Clip, backfold, 15mm, 12's	12.00	60.00
59.	5	boxes	Clip, backfold, 32mm, 12's	44.00	220.00
60.	5	boxes	Clip, backfold, 41mm, 12's	46.00	230.00
61.	5	boxes	Clip, bulldog, 23mm, 12's	25.00	125.00
62.	5	boxes	Clip, bulldog, 31mm, 12's	27.50	137.50
63.	5	boxes	Clip, bulldog, 38mm, 12's	40.00	200.00
64.	5	boxes	Clip, bulldog, 51mm, 12's	53.00	265.00
65.	5	boxes	Clip, bulldog, 63mm, 12's	87.00	435.00
66.	5	boxes	Clip, bulldog, 75mm, 12's	90.00	450.00
67.	3	pcs	Fluorescent Marker, blue	35.00	105.00
68.	3	pcs	Fluorescent Marker, green	35.00	105.00
69.	3	pcs	Fluorescent Marker, orange	35.00	105.00
70.	3	pcs	Fluorescent Marker, pink	35.00	105.00
71.	3	pcs	Fluorescent Marker, yellow	35.00	105.00
72.	1	bottle	Glue, multi-purpose, 473g	320.00	320.00
73.	2	boxes	Push Pin, flat head type, assorted colors, 50 pieces per case	16.25	32.50
74.	40	pcs	Sign Pen, black, 0.5	25.00	1,000.00
75.	20	pcs	Sign Pen, blue, 0.5	25.00	500.00
76.	20	pcs	Sign Pen, red, 0.5	25.00	500.00
77.	10	rolls	Tape, double adhesive, 1"	25.00	250.00
78.	10	rolls	Tape, double adhesive, 2"	50.00	500.00
79.	5	boxes	Thumbtacks	10.00	50.00
80.	1	ream	Colored Bond Paper, A4, s-20 (70gsm), assorted colors	354.00	354.00
81.	12	reams	Copy Paper, long (8.5" x 13"), 80gsm	240.00	2,880.00
82.	5	packs	Photo Paper, glossy, 20pcs/pack, 180gsm	85.00	425.00
83.	5	packs	Photo Paper, glossy, 20pcs/pack, 200gsm	85.00	425.00
84.	5	packs	Photo Paper, matte, 20pcs/pack, 180gsm	85.00	425.00
85.	5	packs	Specialty Board, 10's/pack, 180gsm, cream, A4	35.00	175.00
86.	5	packs	Sticker Paper, glossy, 10's/pack, A4	60.00	300.00
87.	5	packs	Sticker Paper, matte, 10's/pack, A4	60.00	300.00
88.	10	pads	Sticky Note Pads, yellow, 2" x 3"	50.00	500.00
89.	10	pads	Sticky Note Pads, yellow, 3" x 5"	91.00	910.00
90.	5	boxes	Fastener, for paper, plastic coated, 50 sets per box	50.00	250.00
91.	4	pcs	Toner, for Copier MP2501L	2,500.00	10,000.00
92.	1	dozen	Fork, stainless, 12's/dozen	300.00	300.00
93.	1	dozen	Spoon, stainless, 12's/dozen	300.00	300.00
94.	1	unit	Kitchen Knife	100.00	100.00
95.	1	set	Tornado Mop, big	1,300.00	1,300.00
96.	1	pc	Stapler, HD, with remover, #35	240.00	240.00
97.	15	pcs	Scotch Brite, with foam	30.00	450.00
TOTAL AMOUNT					65,150.79

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 23, 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