



Republic of the Philippines  
**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 and Materials for OVPRE-DA-Biotech Project**  
**(Coffee Forensics)**

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 OVPRE-DA-Biotech Project (Coffee Forensics)**” with an Approved Budget for the Contract (ABC) of **One Hundred Six Thousand Three Hundred Fifty-Seven Pesos and 34/100 Only (PhP 106,357.34)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	25	rolls	Tape, masking, width: 24mm (±1mm)	100.00	2,500.00
2.	5	reams	Paper, multicopy, 80gsm, size: 210mm x 297mm (A4 size)	172.31	861.55
3.	12	sets	File Tab Divider, bristol board, for A4	11.13	133.56
4.	3	pcs	Calculator, compact, 12-digit, two-way power source (solar and cell)	346.85	1,040.55
5.	3	pcs	Scissors, symmetrical, blade length: 65mm min	40.56	121.68
6.	6	pcs	External Hard Drive, 1TB, 2.5" HDD, USB 3.0	2,714.00	16,284.00
7.	3	pcs	Highlighter Marker, blue	50.00	150.00
8.	2	pcs	Highlighter Marker, pink	50.00	100.00
9.	2	pcs	Sign Pen, black, 0.7, gel ink	100.00	200.00
10.	5	pcs	Sign Pen, blue, 0.7, gel ink	100.00	500.00
11.	3	pcs	Sign Pen, red, 0.7, gel ink	100.00	300.00
12.	10	pcs	Ballpen, 0.5	25.00	250.00
13.	2	pcs	Desk Metal Mesh Pen Organizer, 4 – 8 compartments	500.00	1,000.00
14.	6	pcs	Sticky Note Pads, blue, 3" x 3"	85.00	510.00
15.	4	pcs	Sticky Note Pads, blue, 3" x 5"	150.00	600.00
16.	1	pcs	File Organizer, plastic, expanding, with divider, A4	120.00	120.00
17.	5	pcs	Ruler, 12", plastic	45.00	225.00
18.	3	pairs	Scissors, 6", HD	80.00	240.00
19.	2	pcs	Stapler, HD, with remover, #35	110.00	220.00
20.	1	pcs	Universal Remote for Split Type Aircon (Carrier)	1,000.00	1,000.00
21.	1	pc	Padlock, 60mm heavy duty	710.00	710.00
22.	2	pcs	Extension Cord, 3-universal plug, HD with USB port, 6m	1,000.00	2,000.00
23.	2	pcs	Trash Bin, with lid, dual compartment, pressed type	800.00	1,600.00
24.	1	set	Portable First Aid Kit (medical)	800.00	800.00
25.	8	bottles	Ethyl Alcohol, with moisturizer, 500mL, pump	350.00	2,800.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
26.	4	cans	Air Freshener, 320mL/275g min.	300.00	1,200.00
27.	6	bottles	Multi-purpose Cleaner and Disinfectant, 900mL, lavender scent	350.00	2,100.00
28.	3	packs	Detergent Powder, all purpose, 1kg	250.00	750.00
29.	4	cans	Disinfectant Sprasy aerosol type, 340g	550.00	2,200.00
30.	2	cans	Furniture Cleaner, aerosol type, 330mL min.	300.00	600.00
31.	2	cans	Insecticide, aerosol type, net content: 500mL/328g min.	500.00	1,000.00
32.	10	pcs	Hand Sprayer, bottle, 500mL	70.00	700.00
33.	10	packs	Bathroom Tissue, 2-ply, 12's/pack	300.00	3,000.00
34.	6	pcs	Toilet Cleaner, liquid bleach, 900mL	300.00	1,800.00
35.	1	unit	Coffee Electric Grinder, stainless steel	14,999.00	14,999.00
36.	1	unit	Dish Dryer Sterilizer, electric, cabinet type	10,000.00	10,000.00
37.	1	kilo	Corn Seed	50.00	50.00
38.	1	kilo	Soybean Seed	50.00	50.00
39.	1	kilo	Rice Grain	50.00	50.00
40.	2	pcs	Vernier Caliper, digital	1,000.00	2,000.00
41.	1	pc	Grafting Fruit Tree Pruning Shears Scissors, grafting cutting tool, 3 replaceable blades	2,000.00	2,000.00
42.	3	pcs	Tape Dispenser, table top, for 24mm width tape	150.00	450.00
43.	2	packs	Rechargeable Battery, A4,4's/pack	200.00	400.00
44.	1	pc	Charger for Battery, AA, 4 slots	500.00	500.00
45.	3	pcs	Eraser, felt, for whiteboard/blackboard	24.00	72.00
46.	2	pcs	Whiteboard, mobile stand with locking wheels, 36" x 24", adjustable height, portrait	2,500.00	5,000.00
47.	5	packs	Plastic, resealable, 3.5 x5, 100's/pack	150.00	750.00
48.	3	packs	Plastic, resealable, 11 x 15-3/4, 100's/pack	250.00	750.00
49.	4	rolls	Window Sticker, one-way see through, glass film privacy, heat control, anti-UV	250.00	1,000.00
50.	3	pcs	Window Roller Blinds, roll-up window light filtering curtain, 100cm x 80cm, zebra plain, dual layer, gray	1,200.00	3,600.00
51.	2	pcs	Toilet Brush Cleaner with Holder	200.00	400.00
52.	3	packs	Microfiber Cloth, dishwashing rag, 10's/pack	300.00	900.00
53.	4	pcs	Sink Hose, 360 instant hands free faucet extension tube, water filter doam kitchen accessories	200.00	800.00
54.	4	bottles	Dishwashing Liquid, 790mL, antibacterial	260.00	1,040.00
55.	22	packs	Dishwashing Liquid, refill pack, 600mL, antibacterial	175.00	3,850.00
56.	8	pcs	Doormat, cotton	25.00	200.00
57.	3	pcs	Doormat, rubber, plain, black	40.00	120.00
58.	8	packs	Garbage Bag, XL, transparent, 100's/pack	400.00	3,200.00
59.	12	packs	Garbage Bag, small, transparent, 100's/pack	250.00	3,000.00
60.	12	pcs	Scotch Brite, with foam	30.00	360.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
61.	4	bottles	Liquid Hand Soap, 450mL, lemon	200.00	800.00
62.	12	packs	Liquid Hand Soap, refill pack, 420mL, lemon	200.00	2,400.00
<b>TOTAL AMOUNT</b>					<b>106,357.34</b>

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