



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 for CON

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies for CON**” with an Approved Budget for the Contract (ABC) of **One Hundred Eighty-Two Thousand Nine Hundred Twenty-Eight Pesos and 42/100 Only (PhP 182,928.42)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	10	pcs	Marker, whiteboard, black, felt tip, bullet type	11.86	118.60
2.	10	pcs	Paper Clip, vinyl/plastic coat, length: 32mm min.	6.29	62.90
3.	10	pcs	Paper Clip, vinyl/plastic coat, length: 48mm min.	14.04	140.40
4.	10	pcs	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	34.61	346.10
5.	10	boxes	Staple Wire, standard, 26/6 (#35)	22.55	225.50
6.	10	rolls	Tape, masking, width: 24mm (±1mm)	55.12	551.20
7.	10	rolls	Tape, packaging, width: 47mm (±1mm)	19.97	199.70
8.	10	rolls	Tape, transparent, width: 24mm (±1mm)	10.09	100.90
9.	20	packs	Cartolina, assorted colors	83.72	1,674.40
10.	100	reams	Paper, multi-purpose (copy), A4, 70gsm)	128.44	12,844.00
11.	10	pcs	Record Book, 500 pages, size: 214mmx 278mm min.	101.92	1,019.20
12.	2	pcs	Puncher, paper, heavy duty, with two-hole guide	131.00	262.00
13.	2	pcs	Tape Dispenser, table top, for 24mm width tape	55.83	111.66
14.	2	pcs	Eraser, dust-free, big	20.00	40.00
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.	10	bottles	Glue, multi-purpose, 1010g	320.00	3,200.00
20.	10	boxes	Pencil, #1, 12's/box	80.00	800.00
21.	6	reams	Colored Bond Paper, A4, S20 (70gsm), green	354.00	2,124.00
22.	6	pcs	Sticky Note Pads, yellow, 1.5" x 2"	28.00	168.00
23.	6	pcs	Sticky Note Pads, yellow, 2" x 3"	55.00	330.00
24.	6	pcs	Sticky Note Pads, yellow, 3" x 3"	60.00	360.00
25.	6	pcs	Sticky Note Pads, yellow, 3" x 4"	85.00	510.00
26.	6	pcs	Sticky Note Pads, yellow, 3" x 5"	98.00	588.00
27.	40	pcs	Arch File, 3-hole, A4, D-type, 1.5", with label (for Accreditation/ISO)	250.00	10,000.00

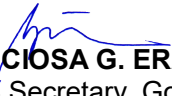
Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
28.	40	pcs	Arch File, 3-hole, A4, D-type, 2", with label (for Accreditation/ISO)	300.00	12,000.00
29.	40	pcs	Arch File, 3-hole, A4, D-type, 3", with label (for Accreditation/ISO)	350.00	14,000.00
30.	10	boxes	Fastener, for paper, plastic coated, 50 sets per box	50.00	500.00
31.	2	boxes	Folder, pressboard, plain, 50's/box, long, green	475.00	950.00
32.	100	pcs	US Folder, A4, white	4.00	400.00
33.	100	pcs	Folder, tagboard, legal, white	4.00	400.00
34.	2	boxes	Folder, pressboard, plain, A4, green	475.00	950.00
35.	100	bottles	Ink Cart, EPSON C13T664100 (T6641), black	254.80	25,480.00
36.	40	bottles	Ink Cart, EPSON C13T664200 (T6642), cyan	254.80	10,192.00
37.	40	bottles	Ink Cart, EPSON C13T664300 (T6643), magenta	254.80	10,192.00
38.	40	bottles	Ink Cart, EPSON C13T664400 (T6644), yellow	254.80	10,192.00
39.	2	units	Paper Cutter, 15" x 18"	1,200.00	2,400.00
40.	4	units	Puncher, 3-hole, HD	1,100.00	4,400.00
41.	10	pairs	Scissor, 6", HD	70.00	700.00
42.	4	pcs	Stapler, HD, with remover, #35	110.00	440.00
43.	40	packs	Index Tab Flags, transparent film, arrow shape	35.00	1,400.00
44.	2	units	Electric Fan, orbit type, ceiling, metal blade	1,369.68	2,739.36
45.	2	units	Water Dispenser, hot and cold	5,600.00	11,200.00
46.	4	pcs	Extension Cord, 4-universal plug, HD with individual switch	1,000.00	4,000.00
47.	2	pcs	Interna Hard Drive, 500GB	2,730.00	5,460.00
48.	40	packs	Specialty Board, 10's/pack, 180gsm, cream, A4	36.75	1,470.00
49.	2	bundles	Ring Binder, 3/8", plastic, 10pcs/bundle, black	73.50	147.00
50.	2	bundles	Ring Binder, 1/2", plastic, 10pcs/bundle, black	89.25	178.50
51.	2	bundles	Ring Binder, 3/4", plastic, 10pcs/bundle, black	168.00	336.00
52.	2	bundles	Ring Binder, 1", plastic, 10pcs/bundle, black	252.00	504.00
53.	2	bundles	Ring Binder, 2", plastic, 10pcs/bundle, black	430.50	861.00
54.	2	bundles	Ring Binder, 3", plastic, 10pcs/bundle, black	630.00	1,260.00
55.	100	reams	Bond Paper, hard copy, A4 (8.5" x 11.75"), S-20, 70gsm	230.00	23,000.00
TOTAL AMOUNT					182,928.42

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 December 3, 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