



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 for CvSU Trece Martires City Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for CvSU Trece Martires City Campus”** with an Approved Budget for the Contract (ABC) of **Two Hundred Thirty-Two Thousand Nine Hundred Forty-Seven Pesos and 19/100 Only (PhP 232,947.19)**. 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	box	Acetate, transparency film, A4	275.00	275.00
2.	50	pcs	Ballpen, black	5.00	250.00
3.	50	pcs	Ballpen, blue	5.00	250.00
4.	20	pcs	Bag, for accreditation	400.00	8,000.00
5.	2	pcs	DVI to VGA Converter	472.50	945.00
6.	1	pc	Cable, HDMI. 3m	708.00	708.00
7.	100	pcs	Cable Tie	5.00	500.00
8.	1	pc	Cable, VGA, 1m	400.00	400.00
9.	1	pc	Cable, VGA, 3m	500.00	500.00
10.	1	pc	Flag, Campus, 4 x 8	5,000.00	5,000.00
11.	20	pcs	Glue Stick, big	10.00	200.00
12.	250	pcs	ID Lace, customized	45.00	11,250.00
13.	15	pcs	Ink Refill, whiteboard marker, black	132.00	1,980.00
14.	5	packs	Laminating Film, 8.5” x 11”, 250 mic	1,075.00	5,375.00
15.	5	packs	Laminating Film, A4, 250 mic	1,200.00	6,000.00
16.	20	boxes	Pencil, #2, 12’s/box	80.00	1,600.00
17.	15	pcs	Photo Frame, with stand, A4 size	85.00	1,275.00
18.	1,000	pcs	PVC ID, blank, white, 8.50cm x 5.40cm	15.00	15,000.00
19.	10	pcs	Sign Pen, black, 1.0	62.00	620.00
20.	10	pcs	Sign Pen, blue, 1.0	62.00	620.00
21.	20	rolls	Tape, double adhesive, 1”	25.00	500.00
22.	20	rolls	Tape, double adhesive, 2”	50.00	1,000.00
23.	10	rolls	Tape, double adhesive, 3”	75.00	750.00
24.	5	rolls	Tape, duct, 3”	210.00	1,050.00
25.	10	boxes	Thumbtacks	10.00	100.00
26.	15	reams	Colored Bond Paper, S4, s-20 (70gsm), green	354.00	5,310.00
27.	20	reams	Colored Bond Paper, S4, s-24 (80gsm), green	420.00	6,300.00
28.	5	boxes	Continuous Form, 9.5” x 11”, 2-ply, s-20	1,100.00	5,500.00
29.	50	pcs	Morocco Paper, 30 x 40, green	42.00	2,100.00
30.	5	reams	Parchment Paper, A4, s-20	254.00	1,270.00


Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
31.	10	packs	Photo Paper, glossy, 20pcs/pack, 180gsm, A4	100.00	1,000.00
32.	10	packs	Photo Paper, matte, 20pcs/pack, 180gsm, A4	100.00	1,000.00
33.	500	pcs	Record Jacket, long, customized	40.00	20,000.00
34.	25	packs	Specialty Board, 10's/pack, 180gsm, cream, A4	35.00	875.00
35.	25	packs	Specialty Board, 10's/pack, 180gsm, vellum, A4	35.00	875.00
36.	30	packs	Sticker Paper, glossy, 10's/pack, A4	35.00	1,050.00
37.	10	pcs	Sticky Note Pad, yellow, 3 x 5	98.00	980.00
38.	1	ream	Specialty Paper, A4, light green	269.18	269.18
39.	1	box	Folder, pressboard, with metal tab, 100's/box, long, green	1,950.00	1,950.00
40.	2	boxes	Folder, pressboard, plain, 50's/box, long, green	475.00	950.00
41.	50	pcs	Ring Binder, 3-hole, A4 size, D-type, 3", black with label insert on side and with front and back	350.00	17,500.00
42.	50	pcs	Ring Binder, 3-hole, A4 size, D-type, 2", black with label insert on side and with front and back	325.00	16,250.00
43.	31	bottles	Ink HP GT51, black	270.00	8,370.00
44.	20	bottles	Ink HP GT52, cyan	270.00	5,400.00
45.	20	bottles	Ink HP GT52, magenta	270.00	5,400.00
46.	20	bottles	Ink HP GT52, yellow	270.00	5,400.00
47.	2	pcs	Epson Ribbon for LX-310	120.00	240.00
48.	35	pcs	Epson Ink, black, C13T00S14A, 003, 65mL	293.14	10,260.01
49.	15	pcs	Epson Ink, cyan, C13T00S24A, 003, 65mL	350.00	5,250.00
50.	15	pcs	Epson Ink, magenta, C13T00S34A, 003, 65mL	350.00	5,250.00
51.	15	pcs	Epson Ink, yellow, C13T00S44A, 003, 65mL	350.00	5,250.00
52.	24	pcs	Canon Ink, CL-811, colored	650.00	15,600.00
53.	32	pcs	Canon Ink, PG-810, black	600.00	19,200.00
<b>TOTAL AMOUNT</b>					<b>232,947.19</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 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