



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 Various Supplies, Materials and Equipment for OSAS

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies, Materials and Equipment for OSAS”** with an Approved Budget for the Contract (ABC) of **Four Hundred Fifty-Two Thousand Seven Hundred Seventy-Three Pesos and 63/100 Only (PhP 452,773.63)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|----------|----------|---------|--|-----------|------------|
| 1. | 245 | reams | Paper, multi-purpose (copy), A4, 70gsm | 128.44 | 31,467.80 |
| 2. | 40 | reams | Paper, multi-purpose (copy), legal, 70gsm | 169.40 | 6,776.00 |
| 3. | 4 | pcs | Record Book, 300 pages, size: 214mm x 278mm min. | 70.72 | 282.88 |
| 4. | 10 | pcs | Record Book, 500 pages, size: 241mm x 278mm | 101.92 | 1,019.20 |
| 5. | 10 | pcs | Clearbook, 20 transparent pockets, for A4 size | 39.50 | 395.00 |
| 6. | 4 | boxes | Envelope, documentary, for A4 size document | 673.09 | 2,692.36 |
| 7. | 1 | box | Envelope, documentary, for legal size document | 927.16 | 927.16 |
| 8. | 1 | box | Envelope, documentary, kraftboard, for legal size document | 830.84 | 830.84 |
| 9. | 15 | boxes | Envelope, mailing, white, 80gsm (-5%) | 362.44 | 5,436.60 |
| 10. | 30 | pcs | Envelope, expanding, plastic, 0.50mm thickness min. | 30.49 | 914.70 |
| 11. | 17 | boxes | Fastener, metal, 70mm between prongs | 83.67 | 1,422.39 |
| 12. | 2 | packs | Folder, L-type, plastic, for A4 size documents | 187.08 | 374.16 |
| 13. | 23 | bottles | In Cart, for EPSON C13T664100 (T6641), black | 254.80 | 5,860.40 |
| 14. | 23 | bottles | In Cart, for EPSON C13T664200 (T6642), cyan | 254.80 | 5,860.40 |
| 15. | 23 | bottles | In Cart, for EPSON C13T664300 (T6643), magenta | 254.80 | 5,860.40 |
| 16. | 23 | bottles | In Cart, for EPSON C13T664400 (T6644), yellow | 254.80 | 5,860.40 |
| 17. | 1 | can | Air Freshener, aerosol, 280mL/150g min. | 86.06 | 86.06 |
| 18. | 26 | bottles | Alcohol, ethyl, 68% - 70%, scented, 500mL (-5mL) | 43.79 | 1,138.54 |
| 19. | 64 | pcs | Broom, soft (tambo) | 136.24 | 8,719.36 |
| 20. | 70 | pcs | Broom, stick (ting-ting), usable length: 760mm min. | 18.20 | 1,274.00 |

| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|----------|----------|---------|--|-----------|------------|
| 21. | 2 | bottles | Cleaner, toilet bowl and urinal, 900mL – 1000mL cap | 41.60 | 83.20 |
| 22. | 22 | cans | Cleanser, scouring powder, 350g min./can | 23.92 | 526.24 |
| 23. | 30 | pcs | Detergent Bar, 140 grams as packed | 9.03 | 270.90 |
| 24. | 4 | pouches | Detergent Powder, all-purpose, 1kg | 37.43 | 149.72 |
| 25. | 3 | cans | Disinfectant Spray, aerosol type, 400-550 grams | 122.98 | 368.94 |
| 26. | 30 | pcs | Dust Pan, non-rigid plastic, with detachable handle | 24.83 | 744.90 |
| 27. | 5 | cans | Furniture Cleaner, aerosol type, 300mL min per can | 115.53 | 577.65 |
| 28. | 2 | kgs | Rags, all cotton, 32 pieces per kilogram min | 46.69 | 99.38 |
| 29. | 4 | pcs | Calculator, compact, 12-digit, two-way power source (solar and cell) | 346.85 | 1,387.40 |
| 30. | 10 | units | Electric Fan, industrial, ground type, metal blade | 1,109.68 | 11,096.80 |
| 31. | 14 | units | Electric Fan, orbit type, ceiling, metal blade | 1,369.68 | 19,175.52 |
| 32. | 4 | units | Electric Fan, stand type, plastic blade | 856.86 | 3,427.44 |
| 33. | 4 | pcs | Magazine File Bo, large, made of chipboard | 66.50 | 266.00 |
| 34. | 1 | pc | Pencil Sharpener, manual, single cutter head | 202.80 | 202.80 |
| 35. | 8 | pcs | Scissors, symmetrical, blade length: 65mm min. | 40.56 | 324.48 |
| 36. | 10 | pcs | Stapler, standard type, load cap: 200 staples min. | 155.48 | 1,554.80 |
| 37. | 5 | pcs | Staple Remover, plier-type | 24.90 | 124.50 |
| 38. | 5 | pcs | Wastebasket, non-rigid plastic | 23.59 | 117.94 |
| 39. | 2 | units | External Hard Drive, 1TB, 2.5" HDD, USB 3.0 | 2,714.00 | 5,428.00 |
| 40. | 3 | pcs | Flash Drive, 16GB capacity | 167.44 | 502.32 |
| 41. | 1 | unit | Mouse, optical, USB connection type | 111.30 | 111.30 |
| 42. | 120 | pcs | Ballpen, black | 5.00 | 600.00 |
| 43. | 40 | pcs | Ballpen, blue | 5.00 | 200.00 |
| 44. | 40 | pcs | Ballpen, red | 5.00 | 200.00 |
| 45. | 34 | pack | Battery, AA, 2's/pack, HD | 70.00 | 2,380.00 |
| 46. | 24 | pack | Battery, AAA, 2's/pack, HD | 70.00 | 1,680.00 |
| 47. | 1 | pc | DVI toVGA Converter | 472.50 | 472.50 |
| 48. | 55 | pcs | CD-R, with case | 42.00 | 2,310.00 |
| 49. | 70 | pcs | Certificate Holder, A4 size, clear plastic | 26.00 | 1,820.00 |
| 50. | 80 | pcs | Certificate Holder, A4, with board | 38.00 | 3,040.00 |
| 51. | 5 | boxes | Clip, bulldog, 63mm, 12's/box | 99.00 | 495.00 |
| 52. | 20 | pcs | Eraser, dust-free, big | 20.00 | 400.00 |
| 53. | 1 | pc | Flag, Cavite State University, 4' x 8' | 5,000.00 | 5,000.00 |
| 54. | 5 | bottles | Glue, multi-purpose, 130g | 65.00 | 325.00 |
| 55. | 1 | bottle | Glue, multi-purpose, 240g | 120.00 | 120.00 |
| 56. | 5 | bottles | Glue, multi-purpose, 1 gallon | 600.00 | 3,000.00 |
| 57. | 20 | pcs | Glue Stick, small | 5.00 | 100.00 |
| 58. | 20 | pcs | ID Jacket, clear plastic, B1 (65mm x 105mm), upright | 10.00 | 200.00 |
| 59. | 4 | packs | Laminating Film, A4, 250mic | 1,200.00 | 4,800.00 |

| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|----------|----------|---------|---|-----------|------------|
| 60. | 4 | boxes | Pencil, #2, 12's/box | 80.00 | 320.00 |
| 61. | 100 | pcs | Photo Frame, with stand, A4 size | 85.00 | 8,500.00 |
| 62. | 30 | pcs | Sign Pen, black, 0.5 | 62.00 | 1,860.00 |
| 63. | 20 | bottles | Stamp Pad Ink, green | 65.00 | 1,300.00 |
| 64. | 30 | boxes | Staple Wire, Std., No. 25 | 29.00 | 870.00 |
| 65. | 20 | rolls | Tape, duct, 3" | 210.00 | 4,200.00 |
| 66. | 2 | bundles | Daily Time Record, Form 48, White, 50's/bundle | 90.00 | 180.00 |
| 67. | 50 | packs | Photo Paper, glossy, 20pcs/pack, 180gsm, A4 | 100.00 | 5,000.00 |
| 68. | 30 | packs | Photo Paper, matte, 20pcs/pack, 180gsm, A4 | 100.00 | 3,000.00 |
| 69. | 35 | packs | Specialty Board, 10's/pack, 180gsm, vellum, A4 | 35.00 | 1,225.00 |
| 70. | 150 | packs | Specialty Board, 10's/pack, 180gsm, white, long | 35.00 | 5,250.00 |
| 71. | 150 | packs | Specialty Board, 10's/pack, 180gsm, vellum, long | 35.00 | 5,250.00 |
| 72. | 40 | packs | Specialty Paper, 10's/pack, white, A4 | 32.00 | 1,280.00 |
| 73. | 180 | packs | Specialty Paper, 10's/pack, cream, A4 | 32.00 | 5,760.00 |
| 74. | 40 | packs | Specialty Paper, 10's/pack, vellum, A4 | 32.00 | 1,280.00 |
| 75. | 10 | packs | Sticker Paper, glossy, 10's/pack, A4 | 35.00 | 350.00 |
| 76. | 140 | packs | Sticker Paper, matte, 10's/pack, A4 | 35.00 | 4,900.00 |
| 77. | 70 | pcs | Arch File, 3-hole, A4, D-type, 3", with label (for accreditation/ISO) | 350.00 | 24,500.00 |
| 78. | 24 | pcs | Brown Envelope, for A4 size document | 1.60 | 38.40 |
| 79. | 12 | pcs | Brown Envelope, for long size document | 1.75 | 21.00 |
| 80. | 2 | pcs | Clearbook, long, refillable, plastic | 45.00 | 90.00 |
| 81. | 100 | pcs | Folder, sliding, morocco, white, A4 | 9.00 | 900.00 |
| 82. | 3 | cart | Epson Ink, C13T103190 (103), black | 866.00 | 2,598.00 |
| 83. | 3 | cart | Epson Ink, C13T103290 (103), cyan | 577.00 | 1,731.00 |
| 84. | 3 | cart | Epson Ink, C13T103390 (103), magenta | 577 | 1,731.00 |
| 85. | 3 | cart | Epson Ink, C13T103490 (103), yellow | 577 | 1,731.00 |
| 86. | 8 | cart | HP Ink Cartridge, 933, yellow | 915.00 | 7,320.00 |
| 87. | 4 | kgs | Sugar | 60.00 | 240.00 |
| 88. | 3 | boxes | Band Aid | 165.00 | 495.00 |
| 89. | 5 | boxes | Face Mask, earloop | 85.00 | 425.00 |
| 90. | 2 | pcs | Military Compass | 3,500.00 | 7,000.00 |
| 91. | 3 | units | Coffee Maker/Percolator, 30-50 cups | 4,700.00 | 14,100.00 |
| 92. | 200 | pcs | Pail, 16L | 200.00 | 800.00 |
| 93. | 4 | sets | Tornado Mop, big | 1,300.00 | 5,200.00 |
| 94. | 1 | pc | Portable Vacuum Cleaner, heavy duty | 1,500.00 | 1,500.00 |
| 95. | 1 | unit | Bulletin Board, cork board, 4' x 8' | 2,900.00 | 2,900.00 |
| 96. | 1 | unit | Bulletin Board, whiteboard, 3' x 5' | 1,700.00 | 1,700.00 |
| 97. | 1 | unit | Bulletin Board, whiteboard, 4' x 8', with stand | 7,200.00 | 7,200.00 |
| 98. | 3 | pcs | Calculator, scientific, 12 digits | 475.00 | 1,425.00 |
| 99. | 2 | units | Paper Cutter, 15" x 18" | 1,200.00 | 2,400.00 |
| 100. | 2 | units | Puncher, 3-hole, heavy duty | 1,100.00 | 2,200.00 |
| 101. | 1 | pc | Scissor, 6", heavy duty | 70.00 | 70.00 |
| 102. | 22 | pcs | Stapler, heavy duty, with remover, #35 | 110.00 | 2,420.00 |
| 103. | 2 | pcs | Wall Clock | 300.00 | 600.00 |

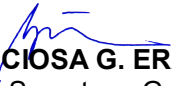
| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|---------------------|----------|---------|--|-----------|-------------------|
| 104. | 1 | pc | University Seal | 4,000.00 | 4,000.00 |
| 105. | 1 | unit | AVR | 500.00 | 500.00 |
| 106. | 1 | unit | Flash Drive, 16GB | 330.00 | 330.00 |
| 107. | 8 | units | Flash Drive, 32GB | 800.00 | 6,400.00 |
| 108. | 1 | unit | Flash Drive, 64GB | 1,300.00 | 1,300.00 |
| 109. | 1 | unit | Mouse, optical, wireless | 425.00 | 425.00 |
| 110. | 5 | units | Megaphone <ul style="list-style-type: none"> • Max. Power: 60Watts • Powered by: 8 pcs C type batteries, 12V lithium rechargeable battery, 12V DC car adapter • Range: 60 meters | 3,000.00 | 15,000.00 |
| 111. | 1 | unit | Cabinet, filing, two drawers, steel, plain | 4,000.00 | 4,000.00 |
| 112. | 6 | pcs | Chair, monobloc, without armrest, beige | 420.00 | 2,520.00 |
| 113. | 6 | pcs | Chair, monobloc, without armrest, white | 420.00 | 2,520.00 |
| 114. | 2 | units | Table, monobloc, square, 36" x 36", beige, four (4) seater, for indoor and outdoor | 2,400.00 | 4,800.00 |
| 115. | 1 | unit | Table, monobloc, square, 36" x 36", white, four (4) seater, for indoor and outdoor | 2,400.00 | 2,400.00 |
| 116. | 1 | set | Drill Bits, for metal | 500.00 | 500.00 |
| 117. | 1 | gal | Flat Latex | 550.00 | 550.00 |
| 118. | 2 | pcs | Good Lumber, 2" x 3" x 12' | 325.00 | 650.00 |
| 119. | 2 | pcs | Good Lumber, 2" x 2" x 12' | 201.00 | 402.00 |
| 120. | 2 | pcs | Padlock, 50mm | 120.00 | 240.00 |
| 121. | 2 | pcs | Paint Brush, 3" | 85.00 | 170.00 |
| 122. | 2 | bottles | Paint Thinner | 30.00 | 60.00 |
| 123. | 1 | pc | Roller Brush | 120.00 | 120.00 |
| 124. | 8 | pcs | Electric Switch, 2-gang | 200.00 | 1,600.00 |
| 125. | 8 | pcs | Electric Switch, 3-gang | 250.00 | 2,000.00 |
| 126. | 12 | pcs | Electric Tape, big | 35.00 | 420.00 |
| 127. | 1 | pc | Extension Cord, 3-universal plug, HD, 3m | 400.00 | 400.00 |
| 128. | 8 | pcs | Extension Cord, 3-universal plug, HD, 6m | 850.00 | 6,800.00 |
| 129. | 8 | pcs | LED Bulb, 15 watts | 270.00 | 2,160.00 |
| 130. | 8 | pcs | Albatross, small | 23.00 | 184.00 |
| 131. | 23 | pcs | Alcohol, 70%, isopropyl, 500mL | 73.00 | 1,679.00 |
| 132. | 20 | pcs | Dishwashing Foam | 25.00 | 500.00 |
| 133. | 20 | bottles | Dishwashing Liquid, 1000mL | 100.00 | 2,000.00 |
| 134. | 20 | pcs | Doormat, cotton | 25.00 | 500.00 |
| 135. | 21 | packs | Garbage Bag, XL, transparent, 100's/pack | 400.00 | 8,400.00 |
| 136. | 8 | packs | Garbage Bag, small, transparent, 100's/pack | 250.00 | 2,000.00 |
| TOTAL AMOUNT | | | | | 452,773.63 |

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