



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 Various Supplies, Materials and Equipment for OP**

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 OP”** with an Approved Budget for the Contract (ABC) of **Ninety-Five Thousand Three Hundred Thirty-One Pesos Only (PhP 95,331.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.


Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	pcs	Ballpen, black	5.00	100.00
2.	20	pcs	Ballpen, blue	5.00	100.00
3.	20	pcs	Photo Frame, with stand, 8 ½” x 11”	80.00	1,600.00
4.	10	pcs	Photo Frame, with stand, A4 size	85.00	850.00
5.	20	pcs	Sign Pen, black, 0.7	62.00	1,240.00
6.	15	pcs	Sign Pen, blue, 0.7	62.00	930.00
7.	10	pcs	Sign Pen, blue, 1.0	62.00	620.00
8.	2	bottles	Stamp Pad Ink, black	65.00	130.00
9.	3	rolls	Tape, double adhesive, 1”	25.00	75.00
10.	2	rolls	Tape, magic, 1”	228.00	456.00
11.	10	pads	Note Pad, 3” x 4”, 100 sheets per pad	95.00	950.00
12.	10	packs	Specialty Board, 10’s/pack, 180gsm, cream, A4	35.00	350.00
13.	10	packs	Specialty Board, 10’s/pack, 180gsm, vellum, A4	35.00	350.00
14.	10	packs	Specialty Paper, cream, A4, 10’s/pack	32.00	320.00
15.	10	packs	Specialty Paper, vellum, A4, 10’s/pack	32.00	320.00
16.	5	pads	Sticky Note Pad, yellow, 3 x 5	98.00	490.00
17.	15	boxes	Fastener, for paper, plastic coated, 50 sets per box	50.00	750.00
18.	15	bottles	Epson Ink, C13T6664100 (T6641), black	300.00	4,500.00
19.	10	bottles	Epson Ink, C13T6664200 (T6642), cyan	300.00	3,000.00
20.	10	bottles	Epson Ink, C13T6664300 (T6643), magenta	300.00	3,000.00
21.	10	bottles	Epson Ink, C13T6664400 (T6644), black	300.00	3,000.00
22.	2	pcs	Tissue Holder	250.00	500.00
23.	1	unit	Dish Cabinet, plastic, big	3,500.00	3,500.00
24.	2	pcs	Self Inking Stamp (RECEIVED)	400.00	800.00
25.	2	units	Extension Cord, 4-universal plug, HD with individual switches	1,000.00	2,000.00
26.	1	roll	Garbage Bag, XI transparent, 100’s/roll	400.00	400.00
27.	1	unit	Laptop Computer <ul style="list-style-type: none"> <li>• Processor: i7, 8<sup>th</sup> Gen</li> <li>• Memory: 8GB DDR4</li> <li>• Storage: 256GB SSD + 1TB HDD</li> <li>• Graphics: NVIDIA MX250 2GB GDDR5</li> </ul>	65,000.00	65,000.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
			<ul style="list-style-type: none"> <li>• Display: 13.3" LED FHD</li> <li>• Operating System: Windows 10</li> <li>• Accessories: Laptop Bag, Mouse, Mousepad</li> </ul>		
<b>TOTAL AMOUNT</b>					<b>95,331.00</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 January 7, 2021**.

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