



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**

Indang, Cavite, Philippines  
 ☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203  
 www.cvsu.edu.ph

**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 Seventy-Nine Thousand Three Hunded Fifty-Three Pesos Only (PhP 179,353.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	10	pcs	Eraser, dust-free, big	20.00	200.00
2.	5	pcs	Flourescent Marker, green	35.00	175.00
3.	5	pcs	Flourescent Marker, orange	35.00	175.00
4.	5	pcs	Flourescent Marker, pink	35.00	175.00
5.	5	pcs	Flourescent Marker, yellow	35.00	175.00
6.	5	bottles	Glue, multi-purpose, 1010g	320.00	1,600.00
7.	5	boxes	Pencil, #1, 12's/box	80.00	400.00
8.	3	reams	Colored Bond Paper, A4, S-20 (70gsm), green	354.00	1,062.00
9.	5	pcs	Sticky Note Pads, yellow, 1.5" x 2"	28.00	140.00
10.	5	pcs	Sticky Note Pads, yellow, 2" x 3"	55.00	275.00
11.	5	pcs	Sticky Note Pads, yellow, 3" x 3"	60.00	300.00
12.	5	pcs	Sticky Note Pads, yellow, 3" x 4"	85.00	425.00
13.	5	pcs	Sticky Note Pads, yellow, 3" x 5"	98.00	490.00
14.	5	pcs	Arch File, 3-hole, A4, D-type, 1.5", with label	250.00	1,250.00
15.	5	pcs	Arch File, 3-hole, A4, D-type, 2", with label	300.00	1,500.00
16.	5	pcs	Arch File, 3-hole, A4, D-type, 3", with label	350.00	1,750.00
17.	20	boxes	Fastener, for paper, plastic coated, 50 sets per box	50.00	1,000.00
18.	1	box	Folder, pressboard, plain, 50's/box, long, green	475.00	475.00
19.	50	pcs	US Folder, A4, white	4.00	200.00
20.	50	pcs	Folder, tagboard, legal size, white	4.00	200.00
21.	1	box	Folder, pressboard, A4, green	475.00	475.00
22.	30	bottles	Epson Ink, #003, black	300.00	9,000.00
23.	10	bottles	Epson Ink, #003, magenta	300.00	3,000.00
24.	10	bottles	Epson Ink, #003, yellow	300.00	3,000.00
25.	10	bottles	Epson Ink, #003, cyan	300.00	3,000.00
26.	5	boxes	Toner, Ineo 185, black	4,000.00	20,000.00
27.	1	unit	Paper Cutter, 15" x 18"	1,200.00	1,200.00
28.	2	units	Puncher, 3-hole	1,100.00	2,200.00
29.	5	pcs	Scissor, 6"	70.00	350.00
30.	10	pcs	Stapler, HD, with remover, #35	110.00	1,100.00
31.	20	packs	Index Tab Flags, transparent film, arrow shape	35.00	700.00
32.	10	pcs	Alcohol, 70% isopropyl, 500mL	73.00	730.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
33.	12	dozens	Bathroom Tissue, coreless, plain	150.00	1,800.00
34.	50	pcs	Doormat, cotton	25.00	1,250.00
35.	20	pcs	Doormat, SP	150.00	3,000.00
36.	80	sets	Doorknob, heavy duty	300.00	24,000.00
37.	50	pcs	Flourescent Bulb, 36 watts	350.00	17,500.00
38.	50	pcs	Electric Switch, 2-gang	200.00	10,000.00
39.	20	pcs	Electric Tape, big	35.00	700.00
40.	10	pcs	Extension Cord, 4-universal plug, HD with individual switches	1,000.00	10,000.00
41.	30	meter	Electrical wire #2 or 30mm <sup>2</sup>	370.00	11,130.00
42.	3	boxes	Electrical wire 8.0mm <sup>2</sup> THHN/THWN, black	8,587.00	25,761.00
43.	3	boxes	Electrical wire 5.5mm <sup>2</sup> THHN/THWN, black	5,830.00	17,490.00
<b>TOTAL AMOUNT</b>					<b>179,353.00</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 14, 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