



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 Various Office Supplies, Equipment and Furniture for OSAS

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies, Equipment and Furniture for OSAS”** with an Approved Budget for the Contract (ABC) of **Seven Hundred Seventeen Thousand Seven Hundred Three Pesos and 24/100 Only (PhP 717,703.24)**. 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	packs	Battery, dry cell, AAA	19.73	394.60
2.	20	packs	Battery, dry cell, AA	36.30	726.00
3.	20	pcs	Correction Tape	14.02	280.40
4.	600	reams	Paper, multi-purpose, 70gsm, A4	133.12	79,872.00
5.	100	pcs	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	34.61	3,461.00
6.	100	pcs	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	34.61	3,461.00
7.	100	pcs	Sign Pen, red, liquid/gel ink, 0.5mm needle tip	34.61	3,461.00
8.	50	rolls	Tape, transparent, width: 24mm (±1mm)	10.09	504.50
9.	50	rolls	Tape, transparent, width: 48mm (±1mm)	19.91	998.50
10.	20	pcs	Ink Cart, Epson C13T664100 (T6641), black	249.60	4,992.00
11.	7	cans	Air Freshener, aerosol type	90.22	631.54
12.	30	gallons	Alcohol, ethyl, 68% - 72%, scented, approx. 3.785liters	547.60	13,728.00
13.	30	cans	Disinfectant Spray	128.96	3,868.80
14.	500	pcs	Surgical Mask, 3-ply	14.04	7,020.00
15.	50	boxes	Staple Wire, standard	21.09	1,054.50
16.	10	pcs	Flash Drive, 16GB	167.44	1,674.40
17.	30	pcs	Arch File, 3-hole, D-type, 3", with label (accreditation/ISO)	367.50	11,025.00
18.	2,000	pcs	US Folder, A4, white	4.20	8,400.00
19.	10	boxes	Pay Envelope	1,000.00	10,000.00
20.	100	bottles	Epson Ink, bottle, 003, black	267.75	26,775.00
21.	50	bottles	Epson Ink, bottle, 003, magenta	267.75	13,387.50
22.	50	bottles	Epson Ink, bottle, 003, yellow	267.75	13,387.50
23.	50	bottles	Epson Ink, bottle, 003, cyan	267.75	13,387.50
24.	5	pcs	Toner for Gestetner MP2501L	2,500.00	12,500.00
25.	2	units	Puncher, 3-hole, HD	1,155.00	2,310.00
26.	10	pcs	Stamping Date, self-inking stamp	393.75	3,937.50
27.	10	pcs	Stapler, HD, with remover, #35	115.50	1,155.00
28.	10	units	External Hard Drive, 2TB	6,300.00	63,000.00
29.	20	units	Flash Drive, 16GB	346.50	6,930.00
30.	17	units	Flash Drive, 32GB	840.00	14,280.00
31.	12	units	Flash Drive, 64GB	1,365.00	16,380.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
32.	19	units	Printer, multi-function, with continuous ink system	8,400.00	159,600.00
33.	3	units	Bookshelves, open shelves, metal, 6 layers	10,500.00	31,500.00
34.	5	units	Cabinet, filing, lateral, 3-layer	12,600.00	63,000.00
35.	2	units	Chair, executive, fabric	10,500.00	21,000.00
36.	8	pcs	RAM, 8GB	6,300.00	50,400.00
37.	8	sets	Keyboard & Mouse, wireless	880.00	7,040.00
38.	8	pcs	Webcam, anti-glare, 480p, 640*480, 30fps	620.00	4,960.00
39.	8	pcs	Headset, 36mm driver, 2.5m/3.5m	1,000.00	8,000.00
40.	6	pcs	External Hard Drive, 1TB, 2.5", black	2,770.00	16,620.00
41.	9	pcs	Flash Drive, 1TB	400.00	3,600.00
42.	9	pcs	Extension Cord, 4-universal plug, HD with individual switches, 6m	1,000.00	9,000.00
TOTAL AMOUNT					717,703.24


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 February 1, 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