



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 and Materials for OBS

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies and Materials for OBS”** with an Approved Budget for the Contract (ABC) of **One Hundred Twenty-Two Thousand One Hundred Ninty-Two Pesos and 50/100 Only (PhP 122,192.50)**. 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	boxes	Acetate, transparency film, A4	275.00	5,500.00
2.	15	pcs	Ballpen, black	5.00	75.00
3.	15	pcs	Ballpen, blue	5.00	75.00
4.	10	packs	Battery, AA, 2's/pack	65.00	650.00
5.	10	packs	Battery, AAA, 2's/pack	70.00	700.00
6.	10	packs	Index Tab Flags, transparent film, arrow shape, assorted colors	35.00	350.00
7.	15	packs	Index Tab Flags, sign here, yellow	149.00	2,235.00
8.	1	pack	Laminating Film, A4, 125mic	600.00	600.00
9.	5	pcs	Marking Pen, permanent, broad, black	35.00	175.00
10.	5	pcs	Marking Pen, permanent, broad, blue	35.00	175.00
11.	1	pc	Padding Glue, 1/2kg, red	125.00	125.00
12.	1	bottle	Paddinf Cement, red	300.00	300.00
13.	1	boxes	Pencil, #1, 12's/box	80.00	80.00
14.	10	pcs	Sign Pen, black, 0.5	25.00	250.00
15.	20	pcs	Sign Pen, blue, 0.5	25.00	500.00
16.	1	bottle	Stamp Pad Ink, black	65.00	65.00
17.	4	rolls	Tape, double adhesive, 1"	25.00	100.00
18.	4	rolls	Tape, double adhesive, 2"	50.00	200.00
19.	20	reams	Colored Bond Paper, A4, S-20 (70gsm), green	354.00	7,080.00
20.	25	pcs	Morocco Paper, 30 x 40, green	35.00	875.00
21.	10	pads	Note Pad, 2" x 3", 100 sheets per pad	48.00	480.00
22.	10	pads	Note Pad, 3" x 3", 100 sheets per pad	60.00	600.00
23.	10	pads	Note Pad, 3" x 4", 100 sheets per pad	80.00	800.00
24.	4	packs	Photo Paper, glossy, 20pcs/pack, 180gsm	85.00	340.00
25.	4	packs	Photo Paper, matte, 20pcs/pack, 180gsm	85.00	340.00
26.	5	packs	Specialty Boars, 10's/pack, 200gsm, cream, A4	35.00	175.00
27.	10	packs	Specialty Paper, cream, A4, 220gsm, 10's/pack	32.20	322.00
28.	5	packs	Specialty Paper, cream, long, 220gsm, 10's/pack	32.20	161.00
29.	5	pcs	Sticky Note Pads, yellow, 1.5" x 2"	25.00	125.00
30.	5	pcs	Sticky Note Pads, yellow, 2" x 3"	50.00	250.00
31.	5	pcs	Sticky Note Pads, yellow, 3" x 3"	57.00	285.00
32.	5	pcs	Sticky Note Pads, yellow, 3" x 4"	77.15	385.75

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
33.	5	pcs	Sticky Note, yellow, 3 x 5	91.00	455.00
34.	5	pcs	Sticky Note Pad, 2" x 2", 400's, assorted	155.35	776.75
35.	50	pcs	Brown Envelope, for A4 size document	1.60	80.00
36.	40	pcs	Brown Envelope, for legal size document	1.75	70.00
37.	20	boxes	Envelope, expanding, blue, legal size	275.00	5,500.00
38.	15	pcs	Envelope, expanding, blue, legal size	20.00	300.00
39.	50	pcs	Folder, plastic, L-type, A4	6.50	325.00
40.	50	pcs	Folder, plastic, L-type, legal	7.50	375.00
41.	2	bundles	Ring Binder, 3/8", plastic, 10pcs/bundle, black	70.00	140.00
42.	2	bundles	Ring Binder, 1/2", plastic, 10pcs/bundle, black	85.00	170.00
43.	2	bundles	Ring Binder, 3/4", plastic, 10pcs/bundle, black	160.00	320.00
44.	2	bundles	Ring Binder, 1", plastic, 10pcs/bundle, black	240.00	480.00
45.	2	bundles	Ring Binder, 2", plastic, 10pcs/bundle, black	410.00	820.00
46.	1	bottle	Stamp Pad Ink, violet	65.00	65.00
47.	3	boxes	Staple Wire, std. No. 35	29.00	87.00
48.	300	pcs	Folder, sliding, morocco, violet, long	10.00	3,000.00
49.	300	pcs	Fodler, sliding. Morocco, violet, A4	9.00	2,700.00
50.	50	boxes	Index Tab, self-adhesive, transparent	60.00	3,000.00
51.	50	reams	Paper, multi-purpose (copy), A4, 70gsm	140.00	7,000.00
52.	1	pc	Ruler, 12", metal	40.00	40.00
53.	1	pc	Ruler, 12", plastic	35.00	35.00
54.	2	pairs	Scissors, 6"	70.00	140.00
55.	13	pcs	Two-Sided Table Tent Name Plate Holder, 13" (W) x 3" (H)	400.00	5,200.00
56.	2	units	Flash Drive, 32GB	800.00	1,600.00
57.	3	units	Mouse, optical, wireless	425.00	1,275.00
58.	1	unit	Printer, multifunction, with continuous ink system	8,000.00	8,000.00
59.	1	unit	External Hard Drive, 1TB	3,200.00	3,200.00
60.	5	pcs	Alcohol, 70% isopropyl, 500mL	73.00	365.00
61.	3	dozens	Bathroom Tissue, coreless, plain	450.00	1,350.00
62.	1	pack	Garbage Bag, XL, transparent, 100's/pack	400.00	400.00
63.	1	pack	Garbage Bag, L, transparent, 100's/pack	350.00	350.00
64.	2	bottles	Hand Sanitizer, 200mL	100.00	200.00
65.	1	unit	Binding Machine <ul style="list-style-type: none"> • Document Formats: A4 or A3; Max. length of 300mm • Punch Capacity: 20 sheets • Binding Capacity: 450 sheets • Number of Punch Holes: 24 • With adjustable margin depth 	50,000.00	50,000.00
TOTAL AMOUNT					122,192.50

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