



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

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies, Materials and Equipment for CED**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies, Materials and Equipment for CED**” with an Approved Budget for the Contract (ABC) of **Nine Hundred Ninety-Five Thousand Five Hundred Sixteen Pesos and 87/100 Only (PhP 995,516.87)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	4	Unit	Bulletin board, cork board, 3'x5'	1,500.00	6,000.00
2	2	Unit	Bulletin board, whiteboard, 3'x5' with stand	5,200.00	10,400.00
3	5	Pcs	Calculator, scientific, 12 digits	475.00	2,375.00
4	6	Unit	Electrical fan, stand fan, 18"	1,600.00	9,600.00
5	1	Unit	Fax Machine, multifunction, continuous ink	10,000.00	10,000.00
6	2	Unit	Glue gun, small	100.00	200.00
7	5	Unit	Glue gun, big	150.00	750.00
8	80	Pcs	Magazine file, close-end, long, navy blue	80.00	6,400.00
9	1	Unit	Paper cutter, 15"x18"	1,200.000	1,200.00
10	4	Unit	Paper shredder, HD, 5sheets	14,500.00	58,000.00
11	15	Pcs	Scissor, 6", HD	70.00	1,050.00
12	7	Pcs	Stamping date, self-inking	375.00	2,625.00
13	15	Pcs	Wall clock, quartz	300.00	4,500.00
14	6	Unit	First aid kit, plastic construction, with first aid markings	300.00	1,800.00
15	11	Unit	Puncher, 3-hole, 997, HD	1,200.00	13,200.00
16	4	Unit	Puncher, 3-hole, HD	4,000.00	16,000.00
17	1	Unit	Wall clock	240.38	240.38
18	1	Unit	Printer, inkjet, wireless capable, 55ppm speed, 512MB memory, duplex	10,000.00	10,000.00
19	7	Unit	Printer, multifunction, continuous-ink-system	8,000.00	56,000.00
20	13	Unit	UPS	2,900.00	37,700.00
21	100	Mtr	Cable wire, for internet, CAT6 cable	50.00	5,000.00
22	5	Unit	Ribbon for dox matrix (1x310), cartridge	200.00	1,000.00
23	1	Pcs	Mouse pad	72.50	72.50
24	1	Unit	Cellular phone, android, atleast quadcore processor, 1GB RAM, exapandable memory up to 64GB, 8PM camera	10,000.00	10,000.00
25	2	Unit	Microphone, wireless, UHF receiver, 2-mic set, battery operated mic, individual volume control, wide range up to 180mtrs	5,000.00	5,000.00

26	3	Unit	Lapel microphone, HD, with portable amplifier, back-mounted system, with headband mic system, 200 Ohms electrical impedance	5,333.33	15,999.99
27	4	Unit	Emergency light, 2x5.0 watts, LED bulb	1,150.00	4,600.00
28	1	Unit	Fire exit sign, 5.5"x14" (aluminum) with LED light	1,750.00	1,750.00
29	1	Unit	Exit sign, 5.5"x14" (aluminum) with LED light	1,750.00	1,750.00
30	1	Unit	Evacuation plan	460.00	460.00
31	2	Pcs	Exhaust fan, 10"x10"	1,200.00	2,400.00
32	2	Pcs	Flat screw driver set, 6's	650.00	1,300.00
33	2	Pair	Long nose pliers, HD	150.00	300.00
34	2	Pcs	Philip screw set	150.00	300.00
35	1	Unit	Pipe wrench, 12", HD	700.00	700.00
36	2	Pair	Pliers	200.00	200.00
37	1	Pair	Vise grip, HD	350.00	350.00
38	1	Unit	Trimmer, (router), HD, 6mm collet, input: 530W, plunge capacity, 0-42mm, 220V	7,000.00	7,000.00
39	2	unit	Extension ladder, 6ft, aluminum	4,200.00	8,400.00
40	1	Unit	Shear garden	619.00	619.00
41	2	Unit	Coffee maker, perculator, 30-50cups	4,700.00	9,400.00
42	8	Set	Cups and saucer, 12's	500.00	4,000.00
43	5	Pcs	Dish basket, stainless with provisions for plates and utensils, 67x47x20cm	150.00	750.00
44	8	Dz	Drinking glass, tall, 12's	300.00	2,400.00
45	8	Dz	Fork, stainless	300.00	2,400.00
46	2	Unit	Microwave oven, 28Ltrs capacity, push button settings, 220V	3,500.00	7,000.00
47	1	Unit	Oven toaster, 10ltrs capacity, timer with alarm, knob dial	1,200.00	1,200.00
48	8	Dz	Plates, ivory white, 12s	800.00	6,400.00
49	8	Dz	Spoon, stainless, 12's	300.00	2,400.00
50	3	Pcs	Tray, serving, stainless steel, 24x16"	150.00	450.00
51	7	Unit	Water dispenser, hot and cold	5,600.00	39,200.00
52	3	Unit	Dish cabinet, plastic, big	3,500.00	10,500.00
53	1	Unit	Kitchen knife set	500.00	500.00
54	1	Unit	Pressure cooker, aluminum construction, equipped with safety valves, 8-10ltrs capacity	3,500.00	3,500.00
55	5	Pcs	Pail, 16L	200.00	1,000.00
56	6	Set	Tornado mop, big	1,300.00	7,800.00
57	1	Pcs	Water container, 168L	1,500.00	1,500.00
58	2	Unit	Vacuum cleaner, HD	14,000.00	28,000.00
59	5	Pcs	dipper	25.00	125.00
60	60	Panel	Curtains panel with stainless steel rod with bracket, floor-length: 96", with rings attachments	2,000.00	120,000.00
61	1	Unit	Floor polisher, 220V, 16" aluminum hea construction, 3/4-1HP	14,000.00	14,000.00
62	1	Unit	Floor mop, HD, LxWxH: 304x231x2, area performance per tank filling (m <sup>2</sup> ) approx. 75, heating output (w): 1500, max stream pressure (bar): 3.2, cable length (m): 4, heat up time (min): 6.5,	14,000.00	14,000.00

			boiler/tank capacity (l): 1, weight without accessories (kg): 2.7		
63	1	Unit	Refrigerator, personal, single door, 144ltrs total capacity, freezer 31Ltrs capacity, dimension: 535x1050x560mm (whd); semi-automatic defrosting system; built-in stand; direct cool; freezer defrost indicator-guide	8,000.00	8,000.00
64	30	Pcs	Footh bath, disinfecting mat with tray, sanitation mat, 85cm x 50cm	700.00	21,000.00
65	15	Pcs	Door stopper, fixed, floor-mounted stopper, brass materials	250.00	3,750.00
66	15	unit	Bookshelves, open shelves, metal, 6 layers	10,000.00	150,000.00
67	1	Unit	Cabinet, filing, four-drawers, steel, plain	10,000.00	10,000.00
68	6	Unit	Cabinet, filing, three-drawers, steel, plain	6,000.00	36,000.00
69	2	Unit	Chair, office, high back, leather	6,000.00	12,000.00
70	50	Unit	Classroom armchair	1,500.00	75,000.00
71	8	Pcs	Computer chair, gas lift, black	1,500.00	12,000.00
72	3	Unit	Storage cabinet, metal with cover, 4layer, metal construction cabinet with glass cover with lock	10,000.00	30,000.00
73	8	unit	Computer and printer table, metal structure with wooden panels	5,100.00	40,800.00
<b>TOTAL AMOUNT</b>					<b>995,516.87</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 March 05, 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