



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

Indang, Cavite, Philippines

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www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Materials for CON

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for CON”** with an Approved Budget for the Contract (ABC) of **Seventy Four Thousand Five Hundred Ninety One Pesos and 30/100 Only (PhP 74,591.30)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	2	Roll	ACETATE, gauge #2.6, 50m per roll, plastic cover	735.00	1,470.00
2	5	Box	ACETATE (transparency film) A4	288.75	1,443.75
3	100	Pcs	BALLPEN, black	5.25	525.00
4	50	Pcs	BALLPEN, red	5.25	262.50
5	14	Pcs	BATTERY, AA, 2's, HD	73.50	1,029.00
6	10	Pcs	MARKING PEN, permanent, Fine, black	36.75	367.50
7	10	Pcs	MARKING PEN, permanent, Superfine, black	47.25	472.50
8	5	Box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	83.31	416.55
9	5	roll	TAPE, DOUBLE ADHESIVE, 1"	26.25	131.25
10	5	Roll	TAPE, DOUBLE ADHESIVE, 2"	52.50	262.50
11	5	Roll	TAPE, DOUBLE ADHESIVE, 3"	78.75	393.75
12	5	Box	THUMB TACKS	10.50	52.50
13	5	Ream	COLORED BOND PAPER, A4, S20 (70 gsm), green	371.70	1,858.50
14	5	Bundle	DAILY TIME RECORD, Form 48, White (50's bundle)	94.50	472.50
15	50	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	36.75	1,837.50
16	20	Packs	SPECIALTY PAPER, 10's/pack, CREAM, A4	33.60	672.00
17	10	Packs	STICKER PAPER MATTE, 10's/pack, A4	36.75	267.50
18	20	pcs	ARCH FILE, 3-hole, A4, D-type, 1.5", with label	262.50	5,250.00
19	20	Pcs	ARCH FILE, 3-hole, A4, D-type, 2", with label	315.00	6,300.00
20	20	Pcs	ARCH FILE, 3-hole, A4, D-type, 3", with label	367.50	7,350.00
21	20	Box	FASTENER, for paper, Plastic coated, 50 sets per box	52.50	1,050.00

22	100	Pcs	FOLDER, Pressboard, plain, long, green	10.50	1,050.00
23	100	Pcs	FOLDER, Pressboard, plain, A4, green	10.50	1,050.00
24	5	bundles	RING BINDER, 1/2", plastic, 10pcs/bundle, black	89.25	446.25
25	5	bundles	RING BINDER, 3/4", plastic, 10pcs/bundle, black	168.00	840.00
26	5	bundles	RING BINDER, 1", plastic, 10pcs/bundle, black	252.00	1,260.00
27	5	bundles	RING BINDER, 2", plastic, 10pcs/bundle, black	430.00	2,150.00
28	5	bundles	RING BINDER, 3", plastic, 10pcs/bundle, black	630.00	3,150.00
29	50	bottles	EPSON INK, BOTTLE, 003, black	267.75	13,387.50
30	15	Bottles	EPSON INK, BOTTLE, 003, magenta	267.75	4,016.25
31	15	Bottles	EPSON INK, BOTTLE, 003, yellow	267.75	4,016.25
32	15	Bottles	EPSON INK, BOTTLE, 003, cyan	267.75	4,016.25
33	20	Pcs	EPSON RIBBON FOR LX-310	126.00	2,520.00
34	10	Pcs	ALCOHOL, 70% isoprophyl, 500ml	76.55	766.50
35	1	Dozen	BATHROOM TISSUE, Coreless plain	157.50	157.50
36	3	pcs	BRUSH, plastic	31.50	94.50
37	3	Pcs	BRUSH with long plastic handle	157.50	472.50
38	3	Pcs	BLEACHING SOLUTION, 500ML	26.25	78.75
39	20	Pcs	DOORMAT, cotton	26.25	525.00
40	5	Pcs	DOORMAT, SP	157.50	787.50
41	5	Bottle	HAND SANITIZER, 200ml	105.00	525.00
42	3	Pcs	Dishwashing Scouring Pad with Foam, big	47.25	141.75
43	1	Unit	PUNCHER, 3-hole, HD	1,155.00	1,155.00
TOTAL AMOUNT					74,591.30

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 16, 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