



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 and Materials for Silang Campus**

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 Silang Campus**” with an Approved Budget for the Contract (ABC) of **Two Hundred Thirty-Five Thousand One Hundred Eighty-Three Pesos and 78/100 Only (Php 235,183.78)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	5	Roll	ACETATE, gauge #2.6, 50m per roll (plastic cover)	735.00	3,675.00
2.	2	Roll	ACETATE, gauge #4, 50m per roll, plastic cover	1,102.50	2,205.00
3.	3	Box	ACETATE (transparency film) A4	288.75	866.25
4.	3	Box	ACETATE (transparency film) short (8.5" x 11")	299.25	897.75
5.	3	Box	ACETATE (transparency film) long (8.5" x 13")	577.50	1,732.50
6.	600	pcs	BALLPEN, black	5.25	3,150.00
7.	600	Pcs	BALLPEN, blue	5.25	3,150.00
8.	50	Pcs	BALLPEN, green	5.25	262.50
9.	100	Pcs	BALLPEN, red	5.25	525.00
10.	100	Pcs	BATTERY, AA, 2's, HD	73.50	7,350.00
11.	100	Pcs	BATTERY, AAA, 2's, HD	73.50	7,350.00
12.	50	Pcs	BATTERY, 9V, HD	162.75	8,137.50
13.	20	Pcs	BAG, kraft, 10x5x10, plain	42.00	840.00
14.	20	Pcs	BAG, kraft, 12x6x12, plain	52.50	1,050.00
15.	30	Pcs	BAG (for accreditation)	420.00	12,600.00
16.	20	Pcs	CABLE, DVI	262.50	5,250.00
17.	20	Pcs	DVI to VGA Converter	496.13	9,922.50
18.	10	Pcs	CABLE, HDMI, 3m	743.40	7,434.00
19.	500	Pcs	CABLE TIE	5.25	2,625.00
20.	300	Pcs	CD-RW, with case	44.10	13,230.00
21.	10	Pcs	ERASER, dust-free, small	15.75	157.50
22.	10	Pcs	ERASER, dust-free, big	21.00	210.00
23.	20	Pcs	ERASER, felt, for white/black boards	25.20	504.00
24.	3	Bottle	GLUE, multi-purpose, 1 gallon	630.00	1,890.00
25.	20	Pcs	GLUE STICK, big	10.50	210.00
26.	20	Pcs	GLUE STICK, small	5.25	105.00
27.	20	Pcs	MARKING PEN, permanent, Broad, black	36.75	735.00
28.	20	Pcs	MARKING PEN, permanent, Broad, blue	36.75	735.00
29.	20	Pcs	MARKING PEN, permanent, Broad, red	36.75	735.00
30.	20	Pcs	MARKING PEN, permanent, Fine, black	36.75	735.00
31.	20	Pcs	MARKING PEN, permanent, Fine,	36.75	735.00

			blue		
32	20	Pcs	MARKING PEN, permanent, Fine, red	36.75	735.00
33	20	Pcs	MARKING PEN, permanent, Superfine, black	47.25	945.00
34	20	Pcs	MARKING PEN, permanent, Superfine, blue	47.25	945.00
35	20	Pcs	MARKING PEN, permanent, Superfine, red	47.25	945.00
36	5	Bxs	PENCIL, #1, 12's/bx	84.00	420.00
37	5	Bxs	PENCIL, #2, 12's/bx	84.00	420.00
38	5	Pcs	PENCIL, mechanical, with 0.5mm lead	26.25	131.25
39	50	bxs	PUSH PIN, flat head type, assorted colors, 50 pieces per case	17.06	853.13
40	2000	pcs	RJ45	5.25	10,500.00
41	107	Pcs	SIGN PEN, black, 0.5	65.10	6,965.70
42	100	Pcs	SIGN PEN, black, 0.7	65.10	6,510.00
43	100	Pcs	SIGN PEN, black, 1.0	65.10	6,510.00
44	50	Pcs	SIGN PEN, blue, 0.5	65.10	3,255.00
45	20	Btls	STAMP PAD INK, black	68.25	1,365.00
46	20	Bxs	STAPLE WIRE, Std, No.25	30.45	609.00
47	10	rolls	TAPE, DUCT, 2"	163.17	1,631.70
48	10	Rolls	TAPE, DUCT, 3"	220.50	2,205.00
49	5	rolls	TAPE, MAGIC, 1"	239.40	1,197.00
50	20	Bxs	THUMB TACKS	10.50	210.00
51	20	Reams	COLORED BONDPAPER, A4, S20 (70 gsm), green	371.70	7,434.00
52	10	Reams	COPY PAPER, long (8.5"x13"), 70gsm	210.00	2,100.00
53	5	packs	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	525.00
54	5	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	525.00
55	5	Packs	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, SHORT	105.00	525.00
56	5	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, SHORT	105.00	525.00
57	20	Packs	SPECIALTY PAPER, 10's/pack, WHITE, A4	33.60	672.00
58	20	Packs	SPECIALTY PAPER, 10's/pack, CREAM, A4	33.60	672.00
59	30	Packs	STICKER PAPER GLOSSY, 10's/pack, A4	36.75	1,102.50
60	100	pcs	RECORD BOOK	500.00	50,000.00
61	20	Pcs	CLEARBOOK, short, refillable, plastic	63.00	1,260.00
62	20	Pcs	CLEARBOOK, long, refillable, plastic	47.25	945.00
63	205	Pcs	US FOLDER, A4, white	4.20	861.00
64	200	Pcs	FOLDER, TAGBOARD, Legal size, white	4.20	840.00
65	10	bottles	BROTHER, INK in bottle, BT5000C, cyan	420.00	4,200.00
66	10	Bottles	BROTHER, INK in bottle, BT5000M, magenta	441.00	4,410.00
67	10	Bottles	BROTHER, INK in bottle, BT5000Y, yellow	441.00	4,410.00
68	10	Bottles	BROTHER, INK in bottle, BT6000BK, black	441.00	4,410.00

69	20	Pcs	EPSON LQ 300+ II, RIBBON	157.50	3,150.00
70	10	pcs	EPSON RIBBON FOR LX-310	126.00	1,260.00
<b>TOTAL AMOUNT</b>					<b>235,183.78</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 08, 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