



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

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Supplies and Materials for OBA**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for OBA”** with an Approved Budget for the Contract (ABC) of **Fifty-Seven Thousand Nine Hundred Seventy-Seven Pesos and 65/100 Only (PhP 57,977.65)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	100	Pcs	BALLPEN, black	5.25	525.00
2.	10	Pcs	BATTERY, AA, 2's, HD	73.50	735.00
3.	10	Pcs	BATTERY, AAA, 2's, HD	73.50	735.00
4.	2	Pcs	CABLE, HDMI, 3m	743.40	1,486.80
5.	2	Packs	LAMINATING FILM, A4, 125 mic	630.00	1,260.00
6.	2	Packs	LAMINATING FILM, A4, 250 mic	1,260.00	2,520.00
7.	2	Box	PENCIL, #2, 12's/bx	84.00	168.00
8.	24	Pcs	SIGN PEN, black, 0.5	65.10	1,562.40
9.	24	Pcs	SIGN PEN, black, 0.7	65.10	1,562.40
10.	12	Rolls	TAPE, DOUBLE ADHESIVE, 1"	26.25	315.00
11.	12	Rolls	TAPE, DOUBLE ADHESIVE, 3"	78.75	945.00
12.	10	Rolls	TAPE, DUCT, 2"	163.17	1,631.70
13.	10	Rolls	TAPE, DUCT, 3"	220.50	2,205.00
14.	4	Rolls	TAPE, MAGIC, 1"	239.40	957.60
15.	30	Reams	COPY PAPER, long (8.5"x13"), 70gsm	210.00	6,300.00
16.	4	Packs	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	420.00
17.	4	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	420.00
18.	5	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	36.75	183.75
19.	5	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	36.75	183.75
20.	5	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, LONG	36.75	183.75
21.	5	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, LONG	36.75	183.75
22.	20	Packs	STICKER PAPER MATTE, 10's/pack, A4	36.75	735.00
23.	20	Packs	STICKER PAPER GLOSSY, 10's/pack, LONG	36.75	735.00
24.	20	Packs	STICKER PAPER MATTE, 10's/pack, LONG	36.75	735.00
25.	20	Packs	STICKER, VINYL, 20's, White	420.00	8,400.00
26.	50	Reams	COPY PAPER, short A4, 70gsm	200.00	10,000.00
27.	100	Pcs	BROWN ENVELOPE, for A4 size document	1.68	168.00
28.	100	Pcs	BROWN ENVELOPE, for Long size document	1.84	183.75
29.	50	Pcs	US FOLDER, A4, white	4.20	210.00
30.	50	pcs		4.20	210.00

31.	1	Bundle	US FOLDER, short, white RING BINDER, 3/8", plastic, 10pcs/bundle, black	73.50	73.50
32.	2	Bundles	RING BINDER, 1/2", plastic, 10pcs/bundle, black	89.25	178.50
33.	1	Bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	252.00	252.00
34.	1	Unit	ID Laminator, HD	4,830.00	4,830.00
35.	2	Pcs	RULER, 24 inches, metal	241.50	483.00
36.	4	Unit	FLASH DRIVE, 64GB	1,365.00	5,460.00
37.	2	Unit	KEYBOARD, USB-TYPE	420.00	840.00
<b>TOTAL AMOUNT</b>					<b>57,977.65</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 29, 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