



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

Indang, Cavite, Philippines
 ☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203
 www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Supplies and Materials for RCP Project

1. The Cavite State University (CvSU) invites interested firms/suppliers to submit quotation for the project **“Supply and Delivery of Supplies and Materials for RCP Project”** with an Approved Budget for the Contract (ABC) of **One Hundred Eight Thousand Ninety Pesos Only (Php 108,090.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	50	ream	Copy paper, A4, 80gsm	275.00	13,750.00
2	20	Ream	Copy paper, long, 80gsm	300.00	6,000.00
3	100	Pcs	Folder, long, white	7.00	700.00
4	1	Box	Envelop, mailing, white, 70gsm, long	400.00	400.00
5	10	pad	Notepad, stick-on, 2x3	40.00	400.00
6	10	Pad	Notepad, stick-on, 3x3	50.00	500.00
7	10	Pad	Notepad, stick-on, 3x4	65.00	650.00
8	50	Pack	Post in: SIGN HERE	149.00	7,450.00
9	30	pcs	Certificate holder, A4, plastic with board	50.00	1,500.00
10	5	Pcs	Tape, packaging, width: 45mm	220.00	1,100.00
11	2	Pcs	Tape, duct, 2"	120.00	240.00
12	10	Pcs	File organizer, expanding, 12 pockets	100.00	1,000.00
13	10	Pcs	File tab, divider, Bristol board	15.00	150.00
14	3	Pcs	External hard drive, 2TB, 2.5 HDD, USB, 3.0	3,000.00	9,000.00
15	1	Pc	Stapler, long reach, perfect for booklet, use 24/6 and 26/6 staples, troath depth adjustable up to 12.5 inches	600.00	600.00
16	5	Pcs	USB, 16GB	300.00	1,500.00
17	20	Pcs	Sliding folder, A4 with plastic cover	15.00	300.00
18	50	Pcs	Expanding folder, long, green	20.00	1,000.00
19	2	Pcs	Mouse, USB port	400.00	800.00
20	12	Pc	Book binder, 3holes, 2inches, A4, black	350.00	4,200.00
21	12	Pcs	Book binder, 3holes, 1.5inches, A4, black	300.00	3,600.00
22	12	Pcs	Book binder, 3holes, 1inch, A4, black	250.00	3,000.00
23	4	Kg	Rags, all cotton, 32pcs per kg. min.	60.00	240.00
24	2	Pcs	Glue gun, big	260.00	520.00
25	7	Pcs	Extension cord, heavy duty, 6 universal plug with individual switch	1,200.00	8,400.00

26	3	Pcs	Electrical tape, 1"	60.00	180.00
27	2	Pcs	Wall clock, quartz	350.00	700.00
28	30	Bot	Alcohol, 500ml, 70% isoprophyl, pump	130.00	3,900.00
29	12	Pcs	Bar soap, family size	80.00	960.00
30	4	Box	Dishwashing liquid, 800ml	300.00	1,200.00
31	30	Pcs	Toilet tissue paper, 2 ply, 100% recycled	25.00	750.00
32	1	Box	Disposable gloves	250.00	250.00
33	1	Set	First Aid kit	1,200.00	1,200.00
34	1	Pc	Coffee maker, 10 cups	900.00	900.00
35	2	Pcs	Tray, plastic, heavy duty, serving tray, square	700.00	1,400.00
36	3	Pcs	Tissue holder	300.00	900.00
37	1	Pc	Microwave oven, 20 ltrs capacity	3,500.00	3,500.00
38	2	Pcs	Pitcher with lid, glass, clear, 1.5Ltrs capacity	500.00	1,000.00
39	1	Pc	Wall bracket, heavy duty, for 43-60 inches TV	2,500.00	2,500.00
40	5	Box	Disposable face mask, 3 ply, 50/box, blue	180.00	900.00
41	5	Packs	Interfolded paper towels	3,500.00	17,500.00
42	2	Pcs	Brush with long handle	300.00	600.00
43	1	dzn	Drinking glass, clear, hi-ball, slim	350.00	350.00
44	2	Dzn	Spoon, stainless, good quality	300.00	600.00
45	2	Dzn	Fork, stainless, good quality	300.00	600.00
46	2	dzn	Cups and saucers, chinaware, white	600.00	1,200.00
TOTAL AMOUNT					108,090.00


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 15, 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