



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

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Various Office Supplies and Equipment for Library

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies and Equipment for Library”** with an Approved Budget for the Contract (ABC) of **Four Hundred Eighty-Four Thousand Three Hundred Sixty Pesos and 02/100 Only (PhP 484,360.02)**. 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 #4, 50m per roll, plastic cover	1,102.50	5,512.50
2	38	pcs	BALLPEN, black	5.25	199.50
3	4	Pcs	BATTERY, AA, 2's, HD	73.50	294.00
4	4	Pcs	BATTERY, AAA, 2's, HD	73.50	294.00
5	19	Pcs	CABLE TIE	5.25	99.75
6	23	Pcs	CD-RW, with case	44.10	1,014.30
7	3	Bxs	CLIP, bulldog, 75mm, 12's	140.70	422.10
8	5	Bottles	GLUE, multi purpose, 130 g.	68.25	341.25
9	8	Packs	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	36.75	294.00
10	2	Pcs	MARKING PEN, permanent, Superfine, black	47.25	94.50
11	2	Pcs	MARKING PEN, permanent, Superfine, blue	47.25	94.50
12	2	Pcs	MARKING PEN, permanent, Superfine, red	47.25	94.50
13	4	Bxs	PENCIL, #2, 12's/bx	84.00	336.00
14	20	Pcs	RJ45	5.25	105.00
15	15	Pcs	SIGN PEN, black, 1.0	65.10	976.50
16	15	Pcs	SIGN PEN, blue, 1.0	65.10	976.50
17	2	Pcs	SIGN PEN, red, 1.0	65.10	130.20
18	19	Rolls	TAPE, DOUBLE ADHESIVE, 1"	26.25	498.75
19	3	Rolls	TAPE, DOUBLE ADHESIVE, 3"	78.75	236.25
20	2	Reams	COLORED BONDPAPER, A4, S20 (70 gsm), green	371.70	743.40
21	2	Reams	COLORED BONDPAPER, A4, S20 (70 gsm), yellow	371.70	743.40
22	2	Reams	COLORED BONDPAPER, A4, S20 (70 gsm), blue	371.70	743.40
23	2	Reams	COLORED BONDPAPER, A4, S20 (70 gsm), orange	371.70	743.40
24	3	Reams	COPY PAPER, short (8.5"x11"), 70gsm	189.00	567.00
25	5	Packs	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	525.00
26	10	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	1,050.00

27	5	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, SHORT	105.00	525.00
28	30	Packs	STICKER PAPER MATTE, 10's/pack, LONG	36.75	1,102.50
29	20	Pcs	STICKY NOTE PADS, yellow, 1.5"x2"	29.40	588.00
30	30	Packs	Sticker Paper Matte, 10's/pack, LONG (GREEN)	60.00	1,800.00
31	20	Packs	Specialty Board Paper, 10's Pack, 220gsm, CREAM, A4	50.00	1,000.00
32	10	Packs	Specialty Board Paper, 10's Pack, 220gsm, WHITE, A4	50.00	500.00
33	100	Pcs	TAPE, DOUBLE ADHESIVE, 1/2 inch	25.00	2,500.00
34	9	Packs	Photo Paper, matte, 20pcs/pack, 180 gsm, LONG	60.00	540.00
35	2	Pcs	Accession Book	600.00	1,200.00
36	1	Roll	Laminating Film 250 mic (Clear)	2,000.00	2,000.00
37	20	Packs	Coin envelope, brown (for book cards)	50.00	1,000.00
38	20	Pcs	Photoframe with Stand (brown or wood color)	200.00	4,000.00
39	4	Bxs	Crayons, 24 colors/box	50.00	200.00
40	84	Sets	Card Catalog	25.00	2,100.00
41	2	Pcs	ARCH FILE, 3-hole, A4, D-type, 1.5", with label	262.50	525.00
42	1	Pc	ARCH FILE, 3-hole, A4, D-type, 2", with label	315.00	315.00
43	1	Pc	ARCH FILE, 3-hole, A4, D-type, 3", with label	367.50	367.50
44	30	Pcs	BROWN ENVELOPE, for A4 size document	1.68	50.40
45	4	Pcs	CLEARBOOK, long, refillable, plastic	47.25	189.00
46	10	Pcs	ENVELOPE, Plastic, expanding, A4	52.50	525.00
47	15	Pcs	ENVELOPE, Plastic, expanding, long	63.00	945.00
48	5	Bxs	FASTENER, for paper, Plastic coated, 50 sets per box	52.50	262.50
49	300	Pcs	US FOLDER, A4, white	4.20	1,260.00
50	20	Bxs	Staple Wire No. 35 (26/6)	45.00	900.00
51	14	Bxs	Index Tab, self adhesive, TRANSPARENT	70.00	980.00
52	20	Pcs	Card Case, Legal (8 1/2" x 13")	150.00	3,000.00
53	20	Pcs	Card Case, Letter (8 1/2" x 11")	130.00	2,600.00
54	3	Pcs	Arcylic Free-standing T-shape frame, Clear (8"x10")	400.00	1,200.00
55	4	Pcs	Date Stamp (ordinary), Rubber	200.00	800.00
56	1	Pcs	Number Stamp, Rubber (5 digits)	298.84	298.84
57	4	Packs	Plastic Key Tag Label, assorted color, 20pcs/pack	150.00	600.00
58	5	Pcs	Suggestion box, arcylic, clear, with lock	2,000.00	10,000.00
59	13	Pcs	Glue gun stick, big, clear	15.00	195.00
60	20	Rolls	Cloth Duct Tape, Green, 1.89 to 2 inches	300.00	6,000.00
61	20	Pcs	Book Ends, Metal, Black, Thick, heavy duty, 9 inches	500.00	10,000.00
62	20	Pcs	Folding Wooden display stand easel, brown, 14 inches	500.00	10,000.00
63	60	Bottles	EPSON INK, BOTTLE, 003, black	267.75	16,065.00
64	48	Bottles	EPSON INK, BOTTLE, 003, magenta	267.75	12,852.00
65	48	Bottles	EPSON INK, BOTTLE, 003, yellow	267.75	12,852.00
66	48	Bottles	EPSON INK, BOTTLE, 003, cyan`	267.75	12,852.00

67	15	Cart	HP INK CARTRIDGE, Deskjet 2515 (678), black	630.00	9,450.00
68	8	Cart	HP INK CARTRIDGE, Deskjet 2515 (678), colored	682.50	5,460.00
69	4	Cart	HP TONER CART, CE310A, Black	3,700.00	14,800.00
70	2	Cart	HP TONER CART, CE311A, Cyan	3,700.00	7,400.00
71	2	Cart	HP TONER CART, CE312A, Yellow	3,700.00	7,400.00
72	2	Cart	HP TONER CART, CE313A, Magenta	3,700.00	7,400.00
73	10	Cart	TONER CART, HP CE285A (HP85A), Black	3,200.00	32,000.00
74	1	Cart	HP 12A Black	4,500.00	4,500.00
75	8	Cart	HP 79A, Black	3,200.00	25,600.00
76	8	Pcs	TONER Develop lneo 185	4,000.00	32,000.00
77	1	Pcs	Toner, Gestetner MP2014 H	4,200.00	4,200.00
78	4	Pcs	Brother ink- BT6000 BK (Black)	500.00	2,000.00
79	2	Pcs	Brother ink- BT5000 C (Cyan)	500.00	1,000.00
80	2	Pcs	Brother ink- BT5000 M (Magenta)	500.00	1,000.00
81	2	Pcs	Brother ink- BT5000 Y (Yellow)	500.00	1,000.00
82	1	Unit	GLUE GUN, big	157.50	157.50
83	1	Unit	PUNCHER, 3-hole, HD	1,155.00	1,155.00
84	2	Pcs	RULER, 12 inches, metal	42.00	84.00
85	2	Pcs	SCISSOR, 6", HD	73.50	147.00
86	3	Pcs	STAPLER, HD, with remover, #35	115.50	346.50
87	4	set	Rechargeable battery AAA	200.00	800.00
88	4	Set	Rechargeable battery AA	200.00	800.00
89	1	Set	Charger for Rechargeable battery (AA)	1,000.00	1,000.00
90	1	Set	Charger for Rechargeable battery (AAA)	1,000.00	1,000.00
91	15	Pcs	Adaptor plug 3 plug, universal	60.00	900.00
92	1	Pc	CABLE, HDMI, 3m	743.40	743.40
93	1	Unit	FLASH DRIVE, 32GB	840.00	840.00
94	2	Pcs	USB Wireless PowerPoint Presenter Remote Control Laser Pen	1,000.00	2,000.00
95	1	Pc	EXTENSION CORD, 3-universal plug, HD, 6m	892.50	892.50
96	3	Pcs	MOBILE FEDESTAL, 3 layers	3,990.00	11,970.00
97	2	Pcs	Whiteboard, vertical, with wheels, double sided, adjustable, magnetic, 95.5W x 3D x 185H cm	9,000.00	18,000.00
98	2	Pcs	Faucet, 1/2, threaded, metal	300.00	600.00
99	2	Packs	Waterproof sealant (Vulcaseal), 75ml	100.00	200.00
100	10	rolls	TWINE, plastic, one kilo per roll	100.00	1,000.00
101	3	Set	LED focus spotlights for bulletin board with adjustable track rails	3,000.00	9,000.00
102	2	Packs	INTERFOLDED PAPER TOWELS	58.80	117.60
103	200	Pcs	PAPER CUPS	1.05	210.00
104	100	Pcs	STIRRER	0.53	53.00
105	2	Packs	TABLE NAPKIN	31.50	63.00
106	4	Packs	Spoon, plastic, 50pcs per pack, white	70.00	280.00
107	4	Packs	Fork, plastic, 50pcs per pack, white	70.00	280.00
108	4	Packs	Paper plates, 25pcs per pack	100.00	400.00
109	60	Pcs	ALBATROSS, small	24.15	1,449.00
110	4	Pcs	BRUSH, plastic	31.50	126.00
111	100	Pcs	BLEACHING SOLUTION, 1L	42.00	4,200.00
112	4	Pcs	CLEANING TOWEL, 12's / pack	120.75	483.00
113	14	Pcs	DETERGENT BAR, 4-in-a-bar	24.15	338.10

114	1	Pc	DIPPER	26.25	26.25
115	9	Bottle	DISHWASHING LIQUID, 1000mL	105.00	945.00
116	38	Pcs	DOORMAT, cotton	26.25	997.50
117	4	Pcs	DOORMAT, rubber	42.00	168.00
118	20	Unit	FABRIC CONDITIONER, 500ml	105.00	2,100.00
119	2	Packs	GARBAGE BAG, XL, transparent, 100's	420.00	840.00
120	2	Packs	GARBAGE BAG, L, transparent, 100's	367.50	735.00
121	4	Packs	GARBAGE BAG, medium, transparent, 100's	315.00	1,260.00
122	4	Packs	GARBAGE BAG, small, transparent, 100's	262.50	1,050.00
123	28	Bottles	GLASS CLEANER	210.00	5,880.00
124	5	Bottles	MURIATIC ACID	47.25	236.25
125	10	Pcs	SCOTCH BRITE with foam	31.50	315.00
126	20	Pcs	SCOTCH BRITE, big	47.25	945.00
127	20	Pcs	BROOM, soft (TAMBO)	200.00	4,000.00
128	10	Pcs	BROOM, STICK (TING-TING), usable length: 760mm min	50.00	500.00
129	6	Bottle	Alcohol with spray pump, 1000 ml	300.00	1,800.00
130	1	Sets	Metal Alcohol Stand, pump dispenser	2,000.00	2,000.00
131	1	Pc	Disinfecting Foot Mat with Tray	1,000.00	1,000.00
132	8	Pc	DOORMAT, rubber, LARGE (610mm x 914 mm) BLACK	437.50	3,500.00
133	10	Pairs	Rubber gloves for cleaning (HD)	200.00	2,000.00
134	7	Bottles	Floor Liquid Polish, Natural, 500 ml	200.00	1,400.00
135	28	Bottles	Alcohol, ethyl, 500ml	87.16	2,440.48
136	6	Pcs	Plastic container, Clear, 6 liters	250.00	1,500.00
137	20	Pcs	Fire Extinguisher Sinage, glow in the dark, plastic Big	200.00	4,000.00
138	1	Pcs	HEDGE SHEAR	598.50	598.50
139	1	Pcs	PRUNING SHEAR	420.00	420.00
140	1	Pcs	CLAW HAMMER	189.00	189.00
141	1	Pair	CUTTER PLIERS, HD	157.50	157.50
142	1	Unit	HAND TROLLEY CART, FLATFORM TYPE, 150 KGS	3,937.50	3,937.50
143	1	Pc	Tool Box, plastic, HD, 20in.	1,500.00	1,500.00
144	4	Pcs	RUBBER SQUIGEE	157.50	630.00
145	5	Sets	TORNADO MOP, big	1,365.00	6,825.00
146	2	Pcs	Electric fan, Box type/ Box fan, industrial, 90w, 3-speed control, compact lightweight design	3,000.00	6,000.00
147	1	Set	Omnidirectional Microphone, conference desk condenser mic, long distance reception and anti-interference, USB mic solution, flexible gooseneck, AV adapter 3.5mm	5,000.00	5,000.00
148	2	Units	PRINTER, Multifunction, CONTINUOUS INK, all-in-one (print, scan, copy), borderless print, page size supported – A4	8,400.00	16,800.00
149	1	pc	Docking Station for laptop, universal, best for USB 3.0 ports support high speed data transfer up to 5Gbps, 4 rear USB 2.0ports for peripheral accessories like a keyboard and mouse, headphone and microphone	10,000.00	10,000.00

			jacks with audio 2.0 for enhanced sound quality		
150	2	Units	PRINTER, Laserjet, print speed up to 600 x 600 x 2, 1200 dpi effective output, processor 266 MHz, memory 2MB, sizes 150 sheet input tray: 147 x 211 to 216 x 356mm	10,500.00	21,000.00
151	1	set	Air Purifier, Heavy Duty, 4-in-1 hepa filter, plasma ion technology, 8hr timer, up to 30sqm area, air quality/filter indicator, inverter motor technology	14,999.00	14,999.00
TOTAL AMOUNT					484,360.02


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