



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 Various Office Supplies and Materials for CvSU Silang Campus**

1. The Cavite State University (CvSU) invites interested firms/suppliers to submit quotation for the project **“Supply and Delivery of Various Office Supplies and Materials for CvSU Silang Campus”** with an Approved Budget for the Contract (ABC) of **Five Hundred Seventy-Two Thousand Five Hundred Six Pesos and 05/100 Only (PhP 572,506.05)**. 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	5.00	500.00
2.	100	pcs	Ballpen, blue	5.00	500.00
3.	100	pcs	Ballpen, red	5.00	500.00
4.	20	pack	Battery, AA, 2's, HD	70.00	1,400.00
5.	20	pack	Battery, AAA, 2's, HD	70.00	1,400.00
6.	50	pcs	Battery, 9V, HD	155.00	7,750.00
7.	30	pcs	Cable, HDMI, 3m length	708.00	21,240.00
8.	100	pcs	Cable Tie	5.00	500.00
9.	200	pcs	CD-RW, with case	42.00	8,400.00
10.	100	pcs	Certificate Holder, A4 size, clear, plastic	26.00	2,600.00
11.	100	pcs	Certificate Holder, A4 size, plastic with board	35.00	3,500.00
12.	50	boxes	Clip, backfold, 15mm, 12's/box	12.00	600.00
13.	50	boxes	Clip, backfold, 32mm, 12's/box	28.00	1,400.00
14.	20	boxes	Clip, bulldog, 23mm, 12's/box	28.00	560.00
15.	20	boxes	Clip, bulldog, 31mm, 12's/box	38.00	760.00
16.	20	boxes	Clip, bulldog, 38mm, 12's/box	46.00	920.00
17.	20	boxes	Clip, bulldog, 51mm, 12's/box	67.00	1,340.00
18.	20	boxes	Clip, bulldog, 63mm, 12's/box	99.00	1,980.00
19.	50	boxes	Clip, bulldog, 75mm, 12's/box	134.00	6,700.00
20.	60	packs	Dressmaker's Pin	12.00	600.00
21.	100	pcs	Eraser, felt, for whiteboard/blackboard	24.00	2,400.00
22.	1	pc	Flag, Campus, 4 x 8	5,000.00	5,000.00
23.	1	pc	Flag, Cavite, 4 x 8	4,500.00	4,500.00
24.	1	pc	Flag, Cavite State University, 4 x 8	5,000.00	5,000.00
25.	3	pcs	Flag, Philippine National Flag, 4 x 8	300.00	900.00
26.	1	pc	Flag, Philippine National Flag, 10 x 20	5,000.00	5,000.00
27.	10	pcs	Fluorescent Marker, blue	35.00	350.00
28.	10	pcs	Fluorescent Marker, green	35.00	350.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
29.	10	pcs	Fluorescent Marker, orange	35.00	350.00
30.	10	pcs	Fluorescent Marker, pink	35.00	350.00
31.	10	pcs	Fluorescent Marker, yellow	35.00	350.00
32.	10	bottles	Glue, multi-purpose, 40g	48.00	480.00
33.	2	bottles	Glue, multi-purpose, 130g	65.00	130.00
34.	2	bottles	Glue, multi-purpose, 240g	120.00	240.00
35.	2	bottles	Glue, multi-purpose, 473g	270.00	540.00
36.	2	bottles	Glue, multi-purpose, 1010g	320.00	640.00
37.	50	pcs	Glue Stick, small	5.00	250.00
38.	30	packs	Index Tab Flags, sign here, yellow	170.00	5,100.00
39.	10	bottles	Ink Refill, permanent marker, black	80.00	800.00
40.	10	bottles	Ink Refill, whiteboard marker, black	132.00	1,320.00
41.	1	pack	Laminating Film, 8.5" x 11", 125mic	550.00	550.00
42.	2	packs	Laminating Film, A4, 125mic	600.00	1,200.00
43.	2	packs	Laminating Film, A4, 250mic	1,200.00	2,400.00
44.	20	cases	Map Pin, round head, 100 pieces per case	35.00	700.00
45.	50	boxes	Pencil, #2, 12's/box	80.00	4,000.00
46.	30	pcs	Photo Frame, with stand, 8 ½" x 11"	80.00	2,400.00
47.	30	pcs	Photo Frame, with stand, A4 size	85.00	2,550.00
48.	20	cases	Push Pin, flat type head, assorted colors, 50 pieces per case	16.25	325.00
49.	150	pcs	CD-RW, without case	35.00	5,250.00
50.	200	pcs	RJ45	5.00	1,000.00
51.	30	pcs	Sign Pen, black, 0.5	62.00	1,860.00
52.	50	pcs	Sign Pen, black, 0.7	62.00	3,100.00
53.	30	pcs	Sign Pen, blue, 0.7	62.00	1,860.00
54.	20	pcs	Shoelace	15.00	300.00
55.	30	bottles	Stamp Pad Ink, black	65.00	1,950.00
56.	30	rolls	Tape, double adhesive, 1"	25.00	750.00
57.	10	rolls	Tape, duct, 2"	155.40	1,554.00
58.	2	rolls	Tape, magic, 1"	228.00	456.00
59.	30	boxes	Thumbtacks	10.00	300.00
60.	30	reams	Colored Bond Paper, A4, S-20 (70gsm), green	354.00	10,620.00
61.	30	reams	Colored Bond Paper, A4, S-20 (70gsm), yellow	354.00	10,620.00
62.	30	reams	Colored Bond Paper, A4, S-20 (70gsm), blue	354.00	10,620.00
63.	30	reams	Colored Bond Paper, A4, S-20 (70gsm), orange	354.00	10,620.00
64.	10	reams	Copy Paper, long (8.5" x 13"), 70gsm	200.00	2,000.00
65.	20	pcs	Morocco Paper, 30 x 40, blue	42.00	840.00
66.	20	pcs	Morocco Paper, 30 x 40, brown	42.00	840.00
67.	20	pcs	Morocco Paper, 30 x 40, green	42.00	840.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
68.	20	pcs	Morocco Paper, 30 x 40, orange	42.00	840.00
69.	20	pcs	Morocco Paper, 30 x 40, pink	42.00	840.00
70.	20	pcs	Morocco Paper, 30 x 40, red	42.00	840.00
71.	20	pcs	Morocco Paper, 30 x 40, white	42.00	840.00
72.	20	pcs	Morocco Paper, 30 x 40, yellow	42.00	840.00
73.	80	reams	Parchment Paper, 8.5" x 11", S-20	254.00	20,320.00
74.	10	reams	Photo Paper, matte, 20pcs/pack, 180gsm, A4	100.00	1,000.00
75.	50	packs	Specialty Board, 10's/pack, 180gsm, cream, A4	35.00	1,750.00
76.	20	packs	Specialty Paper, 10's/pack, white, A4	32.00	640.00
77.	50	packs	Sticker Paper, glossy, 10's/pack, A4	35.00	1,750.00
78.	70	packs	Sticker Paper, matte, 10's/pack, A4	35.00	2,450.00
79.	20	packs	Sticker Paper, matte, 10's/pack, long	35.00	700.00
80.	20	pcs	Sticky Note Pad, yellow, 1.5" x 2"	28.00	560.00
81.	20	pcs	Sticky Note Pad, yellow, 2" x 3"	55.00	1,100.00
82.	20	pcs	Sticky Note Pad, yellow, 3" x 3"	60.00	1,200.00
83.	3	pcs	Sticky Note Pad, 2" x 2", 400's, assorted color	155.35	465.05
84.	5	rolls	Tape, for adding machine, advance, 57mm x 70mm	25.00	125.00
85.	2	pcs	Arch File, 3-hole, A4, D-type, 1.5", with label	250.00	500.00
86.	2	pcs	Arch File, 3-hole, A4, D-type, 2", with label	300.00	600.00
87.	2	pcs	Arch File, 3-hole, A4, D-type, 3", with label	350.00	700.00
88.	10	pcs	Arch File, 2-hole, landscape, legal	300.00	3,000.00
89.	15	pcs	Envelope, expanding, long, blue	20.00	300.00
90.	15	pcs	Envelope, expanding, long, green	20.00	300.00
91.	15	pcs	Envelope, expanding, long, kraft	20.00	300.00
92.	15	pcs	Envelope, expanding, long, red	20.00	300.00
93.	15	pcs	Envelope, expanding, long, yellow	20.00	300.00
94.	350	boxes	Envelope, mailing (long), 500pcs/box	1.00	350.00
95.	1	box	Envelope, pay, 500 pieces per box	240.00	240.00
96.	30	boxes	Fastener, for paper, plastic coated, 50 sets per box	50.00	1,500.00
97.	5	pcs	File Organizer, plastic, expanding, with divider	120.00	600.00
98.	30	bundles	Ring Binder, 2", plastic, 10pcs per bundle, black	410.00	12,300.00
99.	1	roll	Plastic Cover	2,000.00	2,000.00

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
100.	1	pc	Book Card	3,000.00	3,000.00
101.	12	boxes	Cable, UTP, 10m length	6,800.00	81,600.00
102.	38	pcs	Ink, for EPSON L4160, black	600.00	22,800.00
103.	14	pcs	Ink, for EPSON L4160, colored	1,500.00	21,000.00
104.	5	sets	Ink, for EPSON L5190	2,000.00	10,000.00
105.	2	pcs	Develop Ineo +360, black, TN319	9,000.00	18,000.00
106.	15	pcs	Ribbon, for LX310	500.00	7,500.00
107.	4	cart	HP Toner Cart, Laserjet pro MFPM130FN	3,500.00	14,000.00
108.	9	pcs	Ink, EPSON Ink Cart, T1411, black	1,000.00	9,000.00
109.	9	pcs	Ink, EPSON Ink Cart, T1412, cyan	1,000.00	9,000.00
110.	9	pcs	Ink, EPSON Ink Cart, T1413, magenta	1,000.00	9,000.00
111.	9	pcs	Ink, EPSON Ink Cart, T1414, yellow	1,000.00	9,000.00
112.	7	pcs	Ink, HP Ink Cart, 905/905XL/909XL, black	1,000.00	7,000.00
113.	4	sets	Ink, HP Ink Cart, 905/905XL (C, M, Y)	3,000.00	12,000.00
114.	100	bottles	Ink, EPSON Ink, C13T6664100 (T6641), black	300.00	30,000.00
115.	30	bottles	Ink, EPSON Ink, C13T6664200 (T6642), cyan	300.00	9,000.00
116.	30	bottles	Ink, EPSON Ink, C13T6664300 (T6643), magenta	300.00	9,000.00
117.	30	bottles	Ink, EPSON Ink, C13T6664400 (T6644), yellow	300.00	9,000.00
118.	3	pcs	Toner, for DEVELOP Ineo +35, black	1,950.00	5,850.00
119.	3	pcs	Toner, for DEVELOP Ineo +35, cyan	4,500.00	13,500.00
120.	3	pcs	Toner, for DEVELOP Ineo +35, magenta	4,500.00	13,500.00
121.	3	pcs	Toner, for DEVELOP Ineo +35, yellow	4,500.00	13,500.00
<b>TOTAL AMOUNT</b>					<b>572,506.05</b>


2. 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 16, 2021**.

Address : Supply Office, Administration Building  
Cavite State University  
Indang, Cavite

E-mail : supplyoffice@cvsu.edu.ph

Telefax : (046) 862-0852

3. 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