



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

Indang, Cavite, Philippines
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INVITATION TO SUBMIT QUOTATION
Supply and Delivery fo Office Supplies and Materials for ODA

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery fo Office Supplies and Materials for ODA”** with an Approved Budget for the Contract (ABC) of **Sixty-Three Thousand Six Hundred Sixty-Eight Pesos and 17/100 Only (PhP 63,668.17)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	1	Roll	ACETATE, gauge #4, 50m per roll, plastic cover	1,102.50	1,102.50
2.	1	Bx	ACETATE (transparency film) A4	288.75	288.75
3.	5	pcs	BATTERY, AA, 2's, HD	73.50	367.50
4.	5	Pcs	BATTERY, AAA, 2's, HD	73.50	367.50
5.	5	Pcs	BATTERY, 9V, HD	162.75	813.75
6.	10	Pcs	CD-RW, with case	44.10	441.00
7.	5	bxs	CLIP, backfold, 15mm, 12's	12.60	63.00
8.	5	Bxs	CLIP, backfold, 32mm, 12's	29.40	147.00
9.	5	Bxs	CLIP, backfold, 41mm, 12's	52.50	262.50
10.	5	Bxs	CLIP, bulldog, 23mm, 12's	29.40	147.00
11.	5	Bxs	CLIP, bulldog, 31mm, 12's	39.90	199.50
12.	5	Bxs	CLIP, bulldog, 38mm, 12's	48.30	241.50
13.	5	Bxs	CLIP, bulldog, 51mm, 12's	70.35	351.75
14.	5	Bxs	CLIP, bulldog, 63mm, 12's	103.95	519.75
15.	5	Bxs	CLIP, bulldog, 75mm, 12's	140.70	703.50
16.	2	Btls	GLUE, multi-purpose, 240 g.	126.00	252.00
17.	10	Pcs	GLUE STICK, big	10.50	105.00
18.	10	Pcs	GLUE STICK, small	5.25	52.50
19.	1	Pack	LAMINATING FILM, A4, 125 mic	630.00	630.00
20.	1	Pack	MAP PIN, round head, 100 pieces per case	36.75	36.75
21.	2	pcs	MARKING PEN, permanent, Broad, blue	36.75	73.50
22.	2	Pcs	MARKING PEN, permanent, Broad, red	36.75	73.50
23.	2	Pcs	MARKING PEN, permanent, Fine, black	36.75	73.50
24.	2	Pcs	MARKING PEN, permanent, Fine, blue	36.75	73.50
25.	2	Pcs	MARKING PEN, permanent, Fine, red	36.75	73.50
26.	1	Bx	PENCIL, #2, 12's/bx	84.00	84.00
27.	1	Bx	PUSH PIN, flat head type, assorted colors, 50 pieces per case	17.06	17.06
28.	10	Pcs	RJ45	5.25	52.50
29.	36	Pcs	SIGN PEN, black, 0.5	65.10	2,343.60
30.	36	Pcs	SIGN PEN, blue, 0.5	65.10	2,343.60
31.	2	Btls	STAMP PAD INK, black	68.25	136.50
32.	5	rolls	TAPE, DOUBLE ADHESIVE, 1"	26.25	131.25

33.	2	Rolls	TAPE, DOUBLE ADHESIVE, 2"	52.50	105.00
34.	3	Rolls	TAPE, DUCT, 2"	163.17	489.51
35.	2	Rolls	TAPE, MAGIC, 1"	239.40	478.80
36.	2	Bxs	THUMB TACKS	10.50	21.00
37.	1	Ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	371.70	371.70
38.	3	Reams	COPY PAPER, long (8.5"x13"), 80gsm	252.00	756.00
39.	2	bundles	DAILY TIME RECORD, Form 48, White (50's bundle)	94.50	189.00
40.	25	Pcs	MOROCCO PAPER, 30x40, Green	44.10	1,102.50
41.	1	pad	NOTE PAD, (2"x3"), 100 sheets per pad	57.75	57.75
42.	1	Pad	NOTE PAD, (3"x3"), 100 sheets per pad	63.00	63.00
43.	1	Pad	NOTE PAD, (3"x4"), 100 sheets per pad	99.75	99.75
44.	1	Pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	105.00
45.	5	Pads	RULED PAD PAPER, Yellow, Class A	54.60	273.00
46.	2	pcs	STICKY NOTE PADS, yellow, 1.5"x2"	29.40	58.80
47.	2	Pcs	STICKY NOTE PADS, yellow, 2"x3"	57.75	115.50
48.	3	Pcs	STICKY NOTE PADS, yellow, 3"x3"	63.00	189.00
49.	3	Pcs	STICKY NOTE PADS, yellow, 3"x4"	89.25	267.75
50.	3	Pcs	STICKY NOTE PAD, yellow, 3 x 5	102.90	308.70
51.	2	Pcs	STICKY NOTE PADS, 2" x 2", 400's, asstd	163.12	326.24
52.	30	Pcs	Ball pen,black MATRIX	15.00	450.00
53.	20	Pcs	Ball pen,blue MATRIX	15.00	300.00
54.	36	Pcs	Sign pen, energel 0.5 mm ball needle point black	65.00	2,340.00
55.	36	Pcs	Sign pen, energel 0.5 mm ball needle point black	65.00	2,340.00
56.	10	Reams	BONDPAPER, A4, S20 (70 gsm) white	371.00	3,710.00
57.	6	Pcs	ARCH FILE, 3-hole, A4, D-type, 3", with label	367.50	2,205.00
58.	50	Pcs	ENVELOPE, expanding, A4, GREEN	13.30	665.00
59.	50	Pcs	ENVELOPE, expanding, long, GREEN	15.75	787.50
60.	12	Pcs	FOLDER, plastic, L-type, A4	6.83	81.96
61.	10	Pcs	FOLDER, plastic, L-type, legal	7.88	78.80
62.	350	Pcs	US FOLDER, A4, white	4.20	1,470.00
63.	350	Pcs	US FOLDER, short, white	4.20	1,470.00
64.	5	Pcs	INDEX TAB, self adhesive, 5's, assorted colors	68.25	341.25
65.	5	Pcs	ALBATROSS, big	50.40	252.00
66.	5	Pcs	ALBATROSS, small	24.15	120.75
67.	5	Pcs	ALCOHOL, 70% isoprophyl, 500ml	76.65	383.25
68.	3	Dozen	BATHROOM TISSUE, Coreless plain	157.50	472.50
69.	3	Pcs	BRUSH with long plastic handle	157.50	472.50
70.	10	Pcs	BLEACHING SOLUTION, 1L	42.00	420.00
71.	2	Pcs	CLEANING TOWEL, 12's / pack	120.75	241.50
72.	10	Pcs	DETERGENT BAR, 4-in-a-bar	24.15	241.50
73.	5	Btls	DISHWASHING LIQUID, 1000mL	105.00	525.00
74.	5	Btls	DISHWASHING LIQUID, 500mL	63.00	315.00
75.	10	Pcs	DISHWASHING SCOURING PAD	29.40	294.00
76.	10	Pcs	DISHWASHING SCOURING PAD, big	42.00	420.00
77.	10	Pcs	DOORMAT, cotton	26.25	262.50
78.	10	units	FABRIC CONDITIONER, 500ml	105.00	1,050.00
79.	5	packs	GARBAGE BAG, XL, transparent, 100's	420.00	2,100.00

80.	5	Packs	GARBAGE BAG, L, transparent, 100's	367.50	1,837.50
81.	5	Packs	GARBAGE BAG, medium, transparent, 100's	315.00	1,575.00
82.	3	Packs	GARBAGE BAG, small, transparent, 100's	262.50	787.50
83.	10	btls	GLASS CLEANER	210.00	2,100.00
84.	5	Btls	HAND SANITIZER, 200ml	105.00	525.00
85.	5	pcs	SCOTCH BRITE with foam	31.50	157.50
86.	10	Pcs	SCOTCH BRITE, big	47.25	472.50
87.	2	Pcs	SOAP, BATHROOM, 90 grams, 1 piece in individual box	25.20	50.40
88.	1	Pc	DATING AND STAMPING MACHINE, HD	367.50	367.50
89.	1	Unit	GLUE GUN, small	105.00	105.00
90.	1	Unit	GLUE GUN, big	157.50	157.50
91.	5	Pcs	MAGAZINE FILE, close end, long, navy blue	84.00	420.00
92.	2	Pcs	STAPLER, HD, with remover, #35	115.50	231.00
93.	1	Unit	EXTERNAL HARDDRIVE, 2TB	6,300.00	6,300.00
94.	5	set	TORNADO MOP, big	1,365.00	6,825.00
TOTAL AMOUNT					63,668.17

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 May 13, 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