



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 Office Supplies and Materials for PPS

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for PPS”** with an Approved Budget for the Contract (ABC) of **Ninety-Four Thousand Five Hundred Pesos Only (PhP 68,856.66)**. 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	Pcs	CORRECTION TAPE	14.02	701.00
2.	2	Bx	ENVELOPE, documentary, A4	673.09	1,346.18
3.	2	Bx	ENVELOPE, documentary, legal	927.16	1,854.18
4.	20	Pcs	MARKER, permanent, bullet type, black	8.98	179.60
5.	50	Pcs	MARKER, whiteboard, black	13.38	669.00
6.	10	Bx	PAPER CLIP, 33mm	7.76	77.60
7.	20	Reams	PAPER, multicopy, 80gsm, A4	170.56	3,411.20
8.	5	Reams	PAPER, multicopy, 80gsm, legal	181.42	907.10
9.	3	Pcs	RECORD BOOK, 500 pages	101.92	305.76
10.	30	Roll	TAPE, transparent, width: 24mm (±1mm)	10.09	302.70
11.	3	Pcs	PENCIL SHARPENER, table top	202.80	608.40
12.	100	Pcs	BALLPEN, black	5.25	525.00
13.	3	Bx	CLIP, backfold, 32mm, 12's	29.40	88.20
14.	2	Btl	INK REFILL, permanent marker, black	84.00	168.00
15.	2	Bx	PENCIL, #2, 12's/bx	84.00	168.00
16.	60	Pcs	SIGN PEN, black, 0.5	65.10	3,906.00
17.	60	Pcs	SIGN PEN, blue, 0.7	65.10	3,906.00
18.	5	Bx	STAPLE WIRE, Std, No.25	30.45	152.25
19.	5	Pad	RULED PAD PAPER, Yellow, Class A	54.60	273.00
20.	10	Pcs	STICKY NOTE PADS, yellow, 1.5"x2"	29.40	294.00
21.	12	Roll	TAPE, DOUBLE ADHESIVE 1/2"	26.25	315.00
22.	12	Pcs	MASKING TAPE 1/2"	260.00	3,120.00
23.	40	Pcs	BROWN ENVELOPE, for A4 size document	1.68	67.20
24.	80	Pcs	BROWN ENVELOPE, for Long size document	1.68	134.40
25.	5	Bx	FASTENER, for paper, Plastic coated, 50 sets per box	52.50	262.50
26.	150	Pcs	FOLDER, sliding, morroco, white, A4	9.45	1,417.50
27.	150	Pcs	FOLDER, sliding, morroco, white, long	9.45	1,417.50
28.	12	Btl	EPSON INK, BOTTLE, 003, black	267.75	3,213.00
29.	5	Btl	EPSON INK, BOTTLE, 003, magenta	267.75	1,338.75
30.	5	Btl	EPSON INK, BOTTLE, 003, yellow	267.75	1,338.75
31.	5	Btl	EPSON INK, BOTTLE, 003, cyan	267.75	1,338.75
32.	1	Cart	HP INK CART, 932XL, BLACK	892.50	892.50
33.	1	Cart	HP INK CART, 933XL, CYAN	892.50	892.50

34.	1	Cart	HP INK CART, 933XL, MAGENTA	892.50	892.50
35.	1	Cart	HP INK CART, 933XL, YELLOW	892.50	892.50
36.	4	Pcs	TONER, MP2014D	3,937.50	15,750.00
37.	1	Pc	HP CE285A	2,500.00	2,500.00
38.	2	Unit	RAM, 8GB	6,300.00	12,600.00
39.	2	pcs	WALL CLOCK, quartz	315.00	630.00
TOTAL AMOUNT					68,856.66

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