



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 BAFE Project**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for BAFE Project”** with an Approved Budget for the Contract (ABC) of **One Hundred Sixty Thousand Nineteen Pesos and 84/100 Only (PhP 160,019.84)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No. | Quantity | Unit   | Description                               | Unit Cost | Total Cost |
|----------|----------|--------|---|-----------|------------|
| 1.       | 20       | Pcs    | SIGN PEN, black, 0.5                      | 65.10     | 1,302.00   |
| 2.       | 20       | Box    | SIGN PEN, red, 0.5                        | 65.10     | 1,302.00   |
| 3.       | 5        | Pcs    | PENCIL, #2, 12's/bx                       | 84.00     | 420.00     |
| 4.       | 10       | Pcs    | FOLDER, TAGBOARD, A4 size, white          | 4.20      | 42.00      |
| 5.       | 5        | Packs  | BATTERY Dry Cell, AAA                     | 19.73     | 98.65      |
| 6.       | 5        | Packs  | BATTERY Dry Cell, AA                      | 36.30     | 181.50     |
| 7.       | 24       | Pcs    | MAGAZINE FILE BOX, large                  | 41.60     | 998.40     |
| 8.       | 4        | Pcs    | RECORD BOOK, 500 pages                    | 101.92    | 407.68     |
| 9.       | 2        | Pcs    | RECORD BOOK, 300 pages                    | 70.72     | 141.44     |
| 10.      | 2        | Pcs    | NOTEBOOK, stenographer, spiral, 40 leaves | 12.04     | 24.08      |
| 11.      | 35       | Bxs    | CLIP BACKFOLD, 19mm                       | 9.50      | 332.50     |
| 12.      | 35       | Bxs    | CLIP BACKFOLD, 25mm                       | 15.27     | 534.45     |
| 13.      | 35       | Bxs    | CLIP BACKFOLD, 32mm                       | 20.80     | 728.00     |
| 14.      | 35       | Bxs    | CLIP BACKFOLD, 50mm                       | 47.84     | 1,674.40   |
| 15.      | 60       | Reams  | PAPER, multicopy, 80gsm, A4               | 170.56    | 10,233.60  |
| 16.      | 60       | Reams  | PAPER, multicopy, 80gsm, legal            | 181.42    | 10,885.20  |
| 17.      | 30       | Pcs    | CORRECTION TAPE                           | 14.02     | 420.60     |
| 18.      | 2        | Bxs    | ENVELOPE, documentary, A4                 | 673.09    | 1,346.18   |
| 19.      | 2        | Bxs    | ENVELOPE, documentary, legal              | 927.16    | 1,854.32   |
| 20.      | 28       | Bxs    | FASTENER, METAL, 70mm                     | 83.41     | 2,335.48   |
| 21.      | 13       | Bundle | FOLDER, fancy, A4                         | 270.40    | 3,515.20   |
| 22.      | 13       | Bundle | FOLDER, fancy, legal                      | 243.24    | 3,162.012  |
| 23.      | 13       | Packs  | FOLDER, L-type, A4                        | 311.88    | 4,054.44   |
| 24.      | 20       | Pcs    | MARKER, permanent, bullet type, black     | 8.96      | 179.20     |
| 25.      | 20       | Pcs    | MARKER, permanent, bullet type, red       | 8.96      | 179.20     |
| 26.      | 2        | Pcs    | MARKING PEN, permanent, Fine, black       | 36.75     | 73.50      |
| 27.      | 2        | Pcs    | MARKING PEN, permanent, Fine, blue        | 36.75     | 73.50      |
| 28.      | 2        | Pcs    | MARKING PEN, permanent, Fine, red         | 36.75     | 73.50      |

|                     |    |       |  |          |                   |
|---------------------|----|-------|--|----------|-------------------|
| 29.                 | 20 | Pads  | NOTEPAD, stick-on, 2X3                             | 37.06    | 741.20            |
| 30.                 | 20 | Pads  | NOTEPAD, stick-on, 3X3                             | 47.73    | 954.60            |
| 31.                 | 20 | Pads  | NOTEPAD, stick-on, 3X4                             | 59.28    | 1,185.60          |
| 32.                 | 25 | Bxs   | PAPER CLIP, 33mm                                   | 7.76     | 194.00            |
| 33.                 | 25 | Bxs   | PAPER CLIP, 50mm                                   | 17.14    | 428.50            |
| 34.                 | 4  | Pcs   | STAPLER, standard type                             | 176.80   | 707.20            |
| 35.                 | 40 | Bxs   | STAPLE WIRE, standard                              | 21.09    | 843.60            |
| 36.                 | 3  | Pcs   | STAPLER, HD, with remover, #35                     | 115.50   | 346.50            |
| 37.                 | 50 | Pcs   | US FOLDER, A4, white                               | 4.20     | 210.00            |
| 38.                 | 50 | Pcs   | ENVELOPE, expanding, long, KRAFT                   | 15.75    | 787.50            |
| 39.                 | 35 | Rolls | TAPE, DOUBLE ADHESIVE, 1"                          | 26.25    | 917.75            |
| 40.                 | 35 | Rolls | TAPE, DOUBLE ADHESIVE, 2"                          | 52.50    | 1,837.50          |
| 41.                 | 10 | Pcs   | CUTTER BLADE, for general purpose cutter / utility | 14.82    | 148.20            |
| 42.                 | 40 | Roll  | TAPE, masking, width: 24mm (±1mm)                  | 54.60    | 2,184.00          |
| 43.                 | 15 | Pairs | SCISSORS, symmetrical, blade length: 65mm          | 40.56    | 608.40            |
| 44.                 | 1  | Btl   | STAMP PAD INK, black                               | 68.25    | 68.25             |
| 45.                 | 10 | Pcs   | RULER, 12 inches, plastic                          | 47.25    | 472.50            |
| 46.                 | 3  | Pcs   | STAMPING DATE, self-inking stamp                   | 393.75   | 1,181.25          |
| 47.                 | 3  | Btls  | GLUE, multi purpose, 130 g                         | 68.25    | 204.75            |
| 48.                 | 3  | Btls  | GLUE, multi-purpose, 240 g.                        | 126.00   | 378.00            |
| 49.                 | 40 | Btls  | EPSON INK, C13T6664100 (T6641), Black              | 315.00   | 12,600.00         |
| 50.                 | 40 | Btls  | EPSON INK, C13T664200 (T6642), Cyan                | 315.00   | 12,600.00         |
| 51.                 | 40 | Btls  | EPSON INK, C13T664300 (T6643), Magenta             | 315.00   | 12,600.00         |
| 52.                 | 40 | Btls  | EPSON INK, C13T664400 (T6644), Yellow              | 315.00   | 12,600.00         |
| 53.                 | 15 | Btls  | EPSON INK, BOTTLE, 003, black                      | 267.75   | 4,016.25          |
| 54.                 | 7  | Btls  | EPSON INK, BOTTLE, 003, magenta                    | 267.75   | 1,874.25          |
| 55.                 | 7  | Btls  | EPSON INK, BOTTLE, 003, yellow                     | 267.75   | 1,874.25          |
| 56.                 | 7  | Btls  | EPSON INK, BOTTLE, 003, cyan`                      | 267.75   | 1,874.25          |
| 57.                 | 40 | Btls  | ALCOHOL, ethyl 500ml                               | 87.16    | 3,486.40          |
| 58.                 | 31 | pcs   | FACE SHIELD, direct splash protection              | 60.00    | 1,860.00          |
| 59.                 | 55 | Pcs   | KN95 FACE MASK                                     | 100.00   | 5,500.00          |
| 60.                 | 15 | Pcs   | FLASH DRIVE, 64GB                                  | 1,365.00 | 20,475.00         |
| 61.                 | 50 | Pcs   | SIGN PEN, blue, 0.5                                | 65.10    | 3,255.00          |
| 62.                 | 20 | Pcs   | SIGN PEN, black, 0.7                               | 65.10    | 1,302.00          |
| 63.                 | 20 | Pcs   | SIGN PEN, red, 0.7                                 | 65.10    | 1,302.00          |
| 64.                 | 20 | Pcs   | SIGN PEN, blue, 0.7                                | 65.10    | 1,302.00          |
| 65.                 | 50 | Pcs   | BALLPEN, black                                     | 5.25     | 262.50            |
| 66.                 | 50 | Pcs   | BALLPEN, blue                                      | 5.25     | 262.50            |
| <b>TOTAL AMOUNT</b> |    |       |  |          | <b>160,019.84</b> |

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 10, 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