



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 Marerials**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Marerials”** with an Approved Budget for the Contract (ABC) of **Ninety-Three Thousand Fifty-Four Pesos and 25/100 Only (PhP 93,054.25)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	34	Bottle	INK, EPSON 003 (Black) L3110	267.75	9,103.50
2.	10	Bottle	INK, EPSON 003 (Cyan) L3110	267.75	2,677.50
3.	10	Bottle	INK, EPSON 003 (Magenta) L3110	267.75	2,677.50
4.	10	Bottle	INK, EPSON 003 (Yellow) L3110	267.75	2,677.50
5.	1	Bottle	BROTHER, INK in bottle, BT5000C, Cyan	420.00	420.00
6.	1	Bottle	BROTHER, INK in bottle, BT5000M, Magenta	420.00	420.00
7.	1	Bottle	BROTHER, INK in bottle, BT5000Y, Yellow	420.00	420.00
8.	1	Bottle	BROTHER, INK in bottle, BT6000BK, Black	420.00	420.00
9.	4	Pc	CORRECTION TAPE, 8m	27.00	108.00
10.	2	Roll	TAPE, transparent, 1'	10.09	20.18
11.	4	Roll	MASKING TAPE, 1"	12.00	48.00
12.	4	Box	PAPER FASTENER, Plastic coated, 50 sets	52.50	210.00
13.	10	Box	PAPER FASTENER, Metal, rust-free, sharp-free, high quality, 7cm (hole to hole), compressor with base, 50 sets per box	52.50	525.00
14.	13	Pc	SIGN PEN, black, liquid/gel ink, 0.5 mm needle tip	65.10	846.30
15.	15	Pc	SIGN PEN, blue, liquid/gel ink, 0.5 mm needle tip	65.10	976.50
16.	3	Pc	MARKING PEN, permanent, fine, black	36.75	110.25
17.	3	Pc	MARKING PEN, permanent, fine, blue	36.75	110.25
18.	1	Pc	FLOURESCENT MARKER, blue	36.75	36.75
19.	1	Pc	FLOURESCENT MARKER, green	36.75	36.75
20.	1	Pc	FLOURESCENT MARKER, orange	36.75	36.75
21.	1	Pc	FLOURESCENT MARKER, pink	36.75	36.75
22.	1	Pc	FLOURESCENT MARKER, yellow	36.75	36.75
23.	35	Pc	ENVELOPE, expanding, long, KRAFT	15.75	551.25
24.	50	Pc	ENVELOPE, brown, for A4 size document	15.75	787.50
25.	60	Pc	ENVELOPE, borwn for long size document	15.75	945.00
26.	40	Ream	PAPER, Multi-purpose(COPY), 70 gsm, A4	185.00	7,400.00
27.	38	Ream	PAPER, Multi-purpose(COPY), 80 gsm, A4	193.00	7,334.00
28.	12	Ream	PAPER, Multi-purpose(COPY), 80	193.00	2,316.00

			gsm,legal		
29.	9	Packs	PHOTOPAPER, glossy, 20's/pack, 180 gsm	105.00	945.00
30.	5	Pc	MOROCCO PAPER, 30X40, green	44.50	222.50
31.	14	Pc	MAGAZINE FILE BOX, long, navy blue, close-end	75.00	1,050.00
32.	25	Pc	US FOLDER, A4, white	4.20	105.00
33.	50	Pcs	FOLDER, Pressboard, plain, long, green	10.00	500.00
34.	1	Pair	SCISSORS, symmetrical, blade length: 65mm	40.56	40.56
35.	1	Box	CLIP, backfold, 25mm	14.30	14.30
36.	3	Box	PAPER CLIP, 33mm	7.76	23.28
37.	2	Box	PAPER CLIP, 50mm	7.76	15.52
38.	6	Pcs	PUNCHER, heavy-duty w/ 2-hole guide	131.96	791.76
39.	12	Pcs	STAPLER, standard type, heavy-duty	172.80	2,073.60
40.	2	Pcs	STAPLER, with remover, heavy-duty, #35	176.80	353.60
41.	2	Box	STAPLE WIRE # 35	35.00	70.00
42.	20	Pcs	BALLPEN, black	5.25	105.00
43.	15	Pcs	BALLPEN, Blue	5.25	78.75
44.	12	Pcs	BATTERY, AA, 2's	70.00	840.00
45.	2	Pcs	BATTERY, D, 2's2	90.00	180.00
46.	10	Packs	STICKY NOTE PADS, yellow, 1.5"x2"	29.40	294.00
47.	12	Packs	STICKY NOTE PADS, yellow, 2"x3"	57.75	693.00
48.	12	Packs	STICKY NOTE PADS, yellow, 3"x3"	63.00	756.00
49.	12	Packs	STICKY NOTE PADS, yellow, 3"x4"	89.25	1,071.00
50.	4	Packs	SPECIALTY PAPER, 10's, white, A4	33.00	132.00
51.	4	Pcs	CUTTER KNIFE, blade	34.00	136.00
52.	5	Pcs	CUTTER BLADE, big	15.00	75.00
53.	2	Pcs	RECORD BOOK, 300 pages	71.00	142.00
54.	2	pcs	RECORD BOOK, 500 pages	101.00	202.00
55.	4	Pcs	CALCULATOR, scientific, 12 digit	450.00	1,800.00
56.	1	Pcs	EXTERNAL HARDDRIVE, 1TB	2,100.00	2,100.00
57.	30	Pcs	DVD-R 4.7GB 16X120 min black DVD CD w/ case	44.10	1,323.00
58.	1	Pcs	LOGITECH HEADSET with microphone	700.00	700.00
59.	2	Pcs	MOUSE, optical, USB connection type, HD	115.00	230.00
60.	2	Pcs	MOUSE, optical, wireless	400.00	800.00
61.	1	Pcs	KEYBOARD, USB connection type, HD	500.00	500.00
62.	1	Pcs	KEYBOARD, wireless	525.00	525.00
63.	1	Pcs	PRINTER. Multifunction, Continuous Ink	7,600.00	7,600.00
64.	2	Pcs	EPSON LX 310 ribbon	126.00	252.00
65.	1	Pcs	STEREO	2,300.00	2,300.00
66.	1	Pcs	Rubber Mat 72" x 48"	2,000.00	2,000.00
67.	2	pcs	Rubber Mat 15" x 21.5"	650.00	1,300.00
68.	4	Pcs	Floral Foam – big	100.00	400.00
69.	5	Pcs	Flower Pots – big	150.00	750.00
70.	4	Gal	Green Cross Ethyl alcohol, 70% solution Antiseptic/disinfectant	550.00	2,200.00
71.	2	Btls	Alcohol, ethyl, 500 ml	88.00	176.00
72.	2	Btls	Green Cross Sanitizing gel	140.00	280.00
73.	3	Pcs	Tornado mop, heavy-duty, big	1,150.00	3,450.00
74.	2	Can	Air freshener, aerosol type	150.00	300.00
75.	3	Pcs	Disinfectant spray, 400g	258.00	774.00
76.	1	Btls	Furniture Polish spray, lemon scent	300.00	300.00
77.	2	Pcs	Toilet cleaner, Mr. Muscle, 500 ml	99.75	199.50
78.	8	Bottle	Dishwashing liquid, Joy, 1000 ml, lemon	105.00	840.00
79.	6	Pcs	Dishwashing Scouring pad with foam	29.40	176.40

80.	2	Btls	Bleaching solution, 1L	42.00	84.00
81.	2	Pcs	Cleaning towel, 12's/pack	120.35	240.70
82.	1	Pack	GARBAGE BAG, XL, transparent, 100's	415.30	415.30
83.	3	Packs	GARBAGE BAG, L, transparent, 100's	367.50	1,102.50
84.	1	Pack	GARBAGE BAG, L, yellow, 100's	300.00	1,102.50
85.	4	Packs	BATHROOM TISSUE, coreless, plain, 12's	100.00	400.00
86.	2	Pcs	BATHROOM TISSUE, coreless, plain, 12's	24.00	48.00
87.	2	Pack	Powder Detergent, 1kg	85.00	170.00
88.	4	Pcs	Albatross, small	25.00	100.00
89.	2	Pcs	Broom, soft	150.00	300.00
90.	1	Pc	EXTENSION CORD, 3 universal plug, HD, 3m	420.00	420.00
91.	1	unit	Executive Chair, high back, leather with arm rest	6,000.00	6,000.00
<b>TOTAL AMOUNT</b>					<b>93,054.25</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 June 28, 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