



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 Supplies and Materials

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials”** with an Approved Budget for the Contract (ABC) of **Eighty-Nine Thousand Five Hundred Thirty-Two Pesos Only (PhP 164,453.19)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	10	Packs	BATTERY Dry Cell, AAA	19.73	197.30
2.	10	pcs	CLEARBOOK, A4	39.78	397.80
3.	5	Pcs	CLEARBOOK, legal	42.38	211.90
4.	50	Box	CLIP BACKFOLD, 19mm	9.05	452.50
5.	50	Box	CLIP BACKFOLD, 25mm	15.27	763.50
6.	50	box	CLIP BACKFOLD, 32mm	20.80	1,040.00
7.	50	Box	CLIP BACKFOLD, 50mm	47.84	2,392.00
8.	20	Pcs	CORRECTION TAPE	14.02	280.40
9.	10	Box	ENVELOPE, documentary, A4	673.09	6,730.90
10.	10	box	ENVELOPE, documentary, legal	927.16	9,271.60
11.	2	Pcs	ERASER, felt, for blackboard/whiteboard	10.30	20.60
12.	5	Sets	FILE TAB DIVIDER, A4	11.13	55.65
13.	5	Cans	FURNITURE CLEANER, 283g	115.53	577.65
14.	50	Pcs	MAGAZINE FILE BOX, large	41.60	2,080.00
15.	10	Sets	MARKER, fluorescent	46.68	466.80
16.	10	Pcs	MARKER, permanent, bullet type, black	8.98	89.80
17.	10	Pcs	MARKER, whiteboard, black	13.38	133.80
18.	10	Pads	NOTEPAD, stick-on, 2X3	37.06	370.60
19.	10	Pads	NOTEPAD, stick-on, 3X3	47.73	477.30
20.	10	Pads	NOTEPAD, stick-on, 3X4	59.28	592.80
21.	50	Box	PAPER CLIP, 33mm	7.76	388.00
22.	50	Box	PAPER CLIP, 50mm	17.14	857.00
23.	200	Reams	PAPER, multicopy, 80gsm, A4	170.56	34,112.00
24.	10	Box	PENCIL, lead with eraser	20.79	207.90
25.	2	Pcs	RECORD BOOK, 300 pages	70.72	141.44
26.	2	Pcs	RECORD BOOK, 500 pages	101.92	203.84
27.	30	Pcs	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	34.61	1,038.30
28.	2	Bottles	STAMP PAD INK, purple or violet, 50ml (min.)	31.52	63.04
29.	2	Pcs	STAMP PAD, felt, bed dimension: 60mm x 100mm	34.95	69.90
30.	5	Roll	TAPE, masking, width: 24mm	54.60	273.00

			($\hat{A}\pm 1\text{mm}$)		
31.	2	Roll	TAPE, packaging, width: 48mm ($\hat{A}\pm 1\text{mm}$)	193.97	39.94
32.	5	Roll	TAPE, transparent, width: 48mm ($\hat{A}\pm 1\text{mm}$)	19.97	99.85
33.	5	Packs	TOILET TISSUE PAPER, 2-ply, 100% recycled	87.40	437.00
34.	5	packs	TRASHBAG, GPP specs, black, 940mmx1016mm	134.68	672.40
35.	3	Cans	AIR FRESHENER, aerosol type, 250ml	90.22	270.66
36.	2	Pcs	DUST PAN	24.83	49.66
37.	2	Cans	INSECTICIDE, aerosol type, 300ml	139.36	278.72
38.	12	bottles	ALCOHOL, ethyl, 500ml	43.58	522.96
39.	2	Cans	DISINFECTANT SPRAY, 170gm	128.96	257.92
40.	2	Pcs	HEAD COVER, disposable	2.60	5.20
41.	5	Btls	HAND SANITIZER, 500mL	151.43	757.15
42.	12	Pcs	KN95 FACE MASK	104.00	1,248.00
43.	2	Pcs	DATING AND STAMPING MACHINE	453.96	907.92
44.	1	Unit	ELECTRIC FAN, industrial, 16"	1,109.68	1,109.68
45.	1	Unit	PAPER SHREDDER, HD, 10 sheet capacity	5,699.20	5,699.20
46.	2	Pcs	PENCIL SHARPENER, HD, desktop	202.80	405.60
47.	2	Pair	SCISSORS, symmetrical, blade length: 65mm	40.56	81.12
48.	3	Pack	SCOURING PAD, 5 pieces per pack	107.12	321.36
49.	5	Box	STAPLE WIRE, standard	21.09	105.45
50.	2	Pcs	STAPLER, standard type	176.80	353.60
51.	2	Pcs	TAPE DISPENSER, table top	64.20	128.40
52.	1	Unit	DIGITAL VOICE RECORDER, 16GB	6,415.64	6,415.64
53.	2	Pcs	EXTERNAL HD, 1TB	2,650.83	5,301.66
54.	12	Pcs	FLASH DRIVE, 16 GB	167.44	2,009.28
55.	1	Unit	FIRE EXTINGUISHER, dry, 10lbs, dry chemical	1,144.00	1,144.00
56.	2	Box	ACETATE (transparency film) A4	288.75	577.50
57.	50	Pcs	BALLPEN, black	5.25	262.50
58.	10	Pcs	BALLPEN, blue	5.25	52.50
59.	5	Pcs	BALLPEN, red	5.25	26.25
60.	10	Pcs	CERTIFICATE HOLDER, A4 SIZE", clear plastic	27.30	273.00
61.	10	Pcs	CERTIFICATE HOLDER, A4 SIZE", plastic with board	36.75	367.50
62.	5	Btls	GLUE, multi purpose, 130 g.	68.25	341.25
63.	20	Packs	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	36.75	735.00
64.	2	Btls	INK REFILL, permanent marker, black	84.00	168.00
65.	2	Packs	LAMINATING FILM, A4, 250 mic	1,260.00	2,520.00

66.	10	Pcs	MARKING PEN, permanent, Broad, black	36.75	367.50
67.	5	Pcs	MARKING PEN, permanent, Fine, black	36.75	183.75
68.	1	Pcs	PADDING CEMENT, green, 1kg	315.00	315.00
69.	5	Box	PENCIL, #1, 12's/bx	84.00	420.00
70.	20	Pcs	SIGN PEN, black, 0.7	65.10	1,302.00
71.	5	Pcs	SIGN PEN, red, 0.7	65.10	325.50
72.	2	Btls	STAMP PAD INK, black	68.25	136.50
73.	10	rolls	TAPE, DOUBLE ADHESIVE, 2"	52.50	525.00
74.	1	Ream	COLORED BOND PAPER, A4, S20 (70 gsm), green	371.70	371.70
75.	1	Ream	COLORED BOND PAPER, A4, S20 (70 gsm), yellow	371.70	371.70
76.	1	Ream	COLORED BOND PAPER, A4, S20 (70 gsm), blue	371.70	371.70
77.	1	Ream	COLORED BOND PAPER, short, S20 (70 gsm), yellow	371.70	371.70
78.	1	Ream	COLORED BOND PAPER, short, S20 (70 gsm), blue	371.70	371.70
79.	1	Bundle	DAILY TIME RECORD, Form 48, White (50's bundle)	94.50	94.50
80.	1	Packs	INDEX CARD, 5"x8", 500 pieces per pack	183.75	183.75
81.	1	Packs	MANILA PAPER, 10 sheets per pack	31.50	31.50
82.	10	Pcs	MOROCCO PAPER, 30x40, Green	44.10	441.00
83.	10	Packs	PHOTO PAPER, glossy, 20 pcs/pack, 180gsm, A4	105.00	1,050.00
84.	10	Packs	PHOTO PAPER, matte, 20 pcs/pack, 180gsm, A4	105.00	1,050.00
85.	20	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	36.75	735.00
86.	20	Packs	SPECIALTY PAPER, 10's/pack, WHITE, A4	33.60	672.00
87.	20	Packs	STICKER PAPER GLOSSY, 10's/pack, A4	36.75	735.00
88.	10	Packs	STICKER PAPER MATTE, 10's/pack, A4	36.75	367.50
89.	10	Pcs	ARCH FILE, 3-hole, A4, D-type, 2", with label (accreditation/ ISO)	315.00	3,150.00
90.	15	Pcs	ARCH FILE, 3-hole, A4, D-type, 3", with label (accreditation/ ISO)	367.50	5,512.50
91.	500	Pcs	BROWN ENVELOPE, for A4 size document	1.68	840.00
92.	500	Pcs	ENVELOPE, expanding, A4, GREEN	13.13	6,562.50
93.	3	Box	FASTENER, for paper, Plastic coated, 50 sets per box	52.50	157.50
94.	500	Pcs	US FOLDER, A4, white	4.20	2,100.00
95.	30	btls	EPSON INK, BOTTLE, 003, black	267.75	8,032.50
96.	10	Btls	EPSON INK, BOTTLE, 003,	267.75	2,677.50

			magenta		
97.	10	Btls	EPSON INK, BOTTLE, 003, yellow	267.75	2,677.50
98.	10	Btls	EPSON INK, BOTTLE, 003, cyan	267.75	2,677.50
99.	5	Btls	DISHWASHING LIQUID, 1000mL	105.00	525.00
100	5	Pcs	DOORMAT, rubber	42.00	210.00
101	1	Packs	GARBAGE BAG, L, transparent, 100's	367.50	367.50
102	1	Units	BULLETIN BOARD, cork board, 4'x8'	3,045.00	3,045.00
103	5	Pcs	RULER, 12 inches, metal	42.00	210.00
104	5	Pcs	RULER, 24 inches, plastic	31.50	157.50
105	1	Pcs	WALL CLOCK, quartz	315.00	315.00
106	1	Unit	MICROPHONE wireless, 50m range	5,250.00	5,250.00
107	1	Unit	COFFEE MAKER, 10 cups	1,575.00	1,575.00
108	1	Set	CUPS AND SAUCER , 12's, porcelain	525.00	525.00
109	1	Dz	FORK, stainless 12s	315.00	315.00
110	1	Dz	PLATES (ivory white) 12s	840.00	840.00
111	1	Dz	SPOON, stainless 12s	315.00	315.00
112	1	Unit	WATER DISPENSER, hot and cold	5,880.00	5,880.00
113	2	pcs	PAIL, 10L	105.00	210.00
114	2	Pcs	DIPPER, big, plastic	26.25	52.50
115	1	pc	PORTABLE VACUUM CLEANER, heavy duty, 1.8ltrs, dust capacity, 1000watts	1,575.00	1,575.00
TOTAL AMOUNT					164,453.19

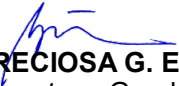
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 21, 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