



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 Office Supplies and Materials

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials”** with an Approved Budget for the Contract (ABC) of **Three Hundred Eighteen Thousand Three Hundred Seventy-Eight Pesos and 48/100 Only (PhP 318,378.48)**. 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	Packs	Battery Dry Cell, D	19.73	394.60
2.	20	Packs	Battery Dry Cell, AAA	36.30	726.00
3.	10	Box	Chalk , white enamel	29.64	296.40
4.	200	pcs	Clearbook, A4	39.78	7,956.00
5.	50	Pcs	Clearbook legal	42.38	2,119.00
6.	200	Pcs	Correction tape	14.02	2,804.00
7.	20	Box	Envelope, documentary, A4	673.09	13,461.80
8.	5	Box	Envelop, legal	927.16	4,635.80
9.	100	Pcs	Eraser, felt for blackboard/whiteboard	10.30	1,030.00
10.	150	Pcs	File organizer5, legal	86.04	12,906.00
11.	50	Packs	Folder, with tab A4	279.00	13,950.00
12.	20	packs	Folder, with tab, legal	321.36	6,427.20
13.	100	Pcs	Marker, permanenet6 bullet type, black	8.98	898.00
14.	200	Pcs	Marker, whiteboard, black	13.38	2,676.00
15.	200	Pcs	Marker, whiteboard, blue	13.38	2,676.00
16.	100	Pcs	Marker, whiteboard, red	13.38	1,338.00
17.	100	Pcs	Notebook, stenographer, spiral 40 leaves	12.04	1,204.00
18.	100	Pad	Notepad, stick-on 2x2	37.06	3,706.00
19.	100	Pad	Notepad, stick-on 3x3	47.73	4,773.00
20.	50	Pad	Notepad, stick-on 3x4	59.28	2,964.00
21.	50	Pad	Pad Paper, ruled	30.68	1,534.00
22.	150	Reams	Paper, multicopy, 80gsm, A4	170.56	25,584.00
23.	400	Reams	Paper, multi-purpose 70gsm, A4	133.12	53,248.00
24.	100	Reams	Paper, multi-purpose 70gsm, legal	138.97	13,897.00
25.	100	Box	Pencil, lead with eraser	20.79	2,079.00
26.	100	Book	Record book, 300 pages	70.72	7,072.00
27.	100	Pcs	Ruler, plastic, 450mm	17.68	1,768.00
28.	200	Pcs	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	34.61	6,922.00
29.	200	Pcs	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	34.61	6,922.00
30.	200	Pcs	Sign Pen, red, liquid/gel ink, 0.5mm needle tip	34.61	6,922.00
31.	20	Pcs	Stamp Pad, Ink, purple or violet, 50ml (min.)	31.52	630.40
32.	12	Pcs	Stamp Pad, felt, bed dimension:60mm x 100mm	34.95	419.40
33.	36	Pcs	Staple remover, plier type	24.90	896.40

34.	12	Box	Staple Wire, Heavy duty, 23/13	19.76	237.12
35.	12	Roll	Tape, packaging, width:48mm (A+1mm)	19.97	239.64
36.	60	Roll	Tape, transparent, width:24mm (A+1mm)	10.09	605.40
37.	100	Roll	Tape, packaging, width:48mm (A+1mm)	19.97	1,997.00
38.	12	Pcs	Pencil Sharpener	202.80	2,433.60
39.	20	Pcs	cutter knife	33.43	668.60
40.	12	Pcs	Puncher, paper heavy duty, with two hole guide	131.96	1,583.52
41.	50	Pair	Scissors, symetrical, blade length: 65mm	40.56	2,028.00
42.	10	Unit	Stapler, binder type	914.16	9,141.60
43.	40	Pcs	Stapler, standard type	176.80	7,072.00
44.	20	Pcs	Tape Dispenser, table top	64.20	1,284.00
45.	400	Pcs	Ballpen, black	5.25	2,100.00
46.	400	Pcs	Ballpen, blue	5.25	2,100.00
47.	200	Pcs	Ballpen, green	5.25	1,050.00
48.	400	Pcs	Ballpen, red	5.25	2,100.00
49.	100	Btls	Ink Refill, whiteboard marker, black	138.60	13,860.00
50.	100	Pcs	Envelope, expanding A4 green	13.13	1,313.00
51.	100	Pcs	Envelope, expanding A4 Kraft	13.13	1,313.00
52.	60	cart	Ink Cart, Epson C13T664100 (T6641) Black.	249.60	14,976.00
53.	50	Cart	Ink Cart, Epson C13T664200 (T6642) Cyan.	249.60	12,480.00
54.	50	Cart	Ink Cart, Epson C13T664300 (T6643) Magenta	246.60	12,480.00
55.	50	Cart	Ink Cart, Epson C13T664400 (T6644) Yellow	249.60	12,480.00
TOTAL AMOUNT					318,378.48


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 July 27, 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