



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 ATBI Phase 2**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for ATBI Phase 2”** with an Approved Budget for the Contract (ABC) of **One Hundred Eleven Thousand Six Hundred Forty-Six Pesos and 05/100 Only (PhP 111,646.05)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	1	Box	Acetate (transparency film) A4	275.00	275.00
2.	1	Box	Acetate (transparency film), long, 8.5" x 13"	550.00	550.00
3.	50	pcs	BALLPEN, black	5.00	250.00
4.	50	Pcs	BALLPEN, blue	5.00	250.00
5.	50	Pcs	BALLPEN, red	5.00	250.00
6.	5	Pcs	CORRUGATED BOX, for legal size documents	65.00	325.00
7.	4	Pcs	MARKING PEN, permanent, Broad, black	35.00	140.00
8.	12	Pcs	TAPE, DOUBLE ADHESIVE, 1"	25.00	300.00
9.	3	Ream	COLORED BONDPAPER, A4, S24 (80 gsm), green	420.00	1,260.00
10.	10	packs	SPECIALTY PAPER, 10's/pack, Cream, A4	32.00	320.00
11.	10	Packs	STICKER PAPER MATTE, 10's/pack, A4	35.00	350.00
12.	13	Pcs	STICKY NOTE PADS, 2"x2", 400's, asstd color	155.35	2,019.55
13.	50	Pcs	BROWN ENVELOPE, for A4 size document	1.60	80.00
14.	50	Pcs	BROWN ENVELOPE, for Long size document	1.75	87.50
15.	1	Box	FASTENER, for paper, Plastic coated, 50 sets per box	50.00	50.00
16.	25	Pcs	FOLDER, plastic, L-type, A4	6.50	162.50
17.	25	Pcs	FOLDER, plastic, L-type, legal	7.50	187.50
18.	1	Box	FOLDER, pressboard, plain, 50's, long, green	475.00	475.00
19.	1	Box	FOLDER, pressboard, plain, 50's, short, green	475.00	475.00
20.	40	Pcs	FOLDER, pressboard, TAGBOARD, legal size, white	4.00	160.00
21.	5	Bndls	RING BINDER, 3/8", plastic, 10pcs/bundle, black	70.00	350.00
22.	5	Bndls	RING BINDER, 1/2", plastic, 10pcs/bundle, black	85.00	425.00
23.	5	Bndls	RING BINDER, 3/4", plastic, 10pcs/bundle, black	160.00	800.00

24.	5	Bndls	RING BINDER, 1", plastic, 10pcs/bundle, black	240.00	1,200.00
25.	5	Bndls	RING BINDER, 2", plastic, 10pcs/bundle, black	410.00	2,050.00
26.	5	Bndls	RING BINDER, 3", plastic, 10pcs/bundle, black	600.00	3,000.00
27.	12	btls	INK, EPSON, L3110 (003), yellow	300.00	3,600.00
28.	12	Btls	INK, EPSON, L3110 (003), black	300.00	3,600.00
29.	12	Btls	INK, EPSON, L3110 (003), cyan	300.00	3,600.00
30.	12	Btls	INK, EPSON, L3110 (003), magenta	300.00	3,600.00
31.	1	Set	Toner / ink for printer / copier, docuCenter-V C2265	4,000.00	4,000.00
32.	24	Pcs	Magazine file, closed-end, long, navy blue	80.00	1,920.00
33.	3	Pcs	Stamping date, self-inking stamp	375.00	1,125.00
34.	6	Pcs	Stapler, HD, with remover, #35	110.00	660.00
35.	3	units	Extension cord, 3-universal plug, HD, 6m	850.00	2,550.00
36.	2	Units	AVR	500.00	1,000.00
37.	4	Units	Flash drive, 64GB	1,300.00	5,200.00
38.	2	Units	Webcam, HD, for laptop use, 4096x2160 resolution	5,000.00	10,000.00
39.	2	Units	Headset with noise cancellation, with mic inlay	4,000.00	8,000.00
40.	2	Units	Lapel, professional lapel microphone, UHF up to 100ft range	7,000.00	14,000.00
41.	2	Units	Microphone headset for laptop, USB condenser recording microphone	4,000.00	8,000.00
42.	2	Units	Voice recorder, digital, 8GB, with noise reduction, USB	5,000.00	10,000.00
43.	1	units	Printer, all-in-one, continuous ink system	14,999.00	14,999.00
<b>TOTAL AMOUNT</b>					<b>111,646.05</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 August 26, 2021**.

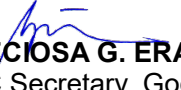
Address : Supply Office, Administration Building  
Cavite State University  
Indang, Cavite

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