



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 for IA

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for IA”** with an Approved Budget for the Contract (ABC) of **Fifty-Eight Thousand Two Hundred Thirty-Seven Pesos and 05/100 Only (PhP 58,237.05)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	pcs	Ballpen, black	5.25	105.00
2.	20	Pcs	Ballpen, green	35.00	700.00
3.	5	Pcs	Battery, AA, 2's, HD	73.50	367.50
4.	20	Pcs	Battery, AAA, 2's, HD	73.50	1,470.00
5.	10	Pcs	Cable tie	5.25	52.50
6.	2	Pcs	Carbon film, 8.5x13, plastron foil, blue	367.50	735.00
7.	15	Pcs	Permanent marker, fine, black	36.50	547.50
8.	15	Pcs	Permanent marker, fine, red	36.50	547.50
9.	3	Pcs	Numbering machine ink, black	21.00	63.00
10.	1	Btl	Stamp pad ink, black	68.25	68.25
11.	10	Rolls	Tape, double adhesive, 1"	26.25	262.50
12.	5	Rolls	Tape, Magic, 1"	239.40	1,197.00
13.	15	Reams	Copy paper, long, 8.5x13, 80gsm	252.00	3,780.00
14.	10	Reams	Copy paper, A4	210.00	2,100.00
15.	200	Rolls	Tape for adding machine, advance, 57mm x 70mm	26.25	5,250.00
16.	200	Pcs	Long folder, plastic jacket	20.00	4,000.00
17.	5	Pcs	Arch file, 3-hole, A4, D-type, 3", with label	367.50	1,837.50
18.	15	Pcs	Arch file, 3-hole, A4, D-type, 1.5", with label	262.50	3,937.50
19.	10	Pcs	Arch file, 2-hole, landscape, legal	315.00	3,150.00
20.	10	Boxes	Fastener for paper, plastic coated, 50 sets per box	52.50	525.00
21.	200	Pcs	Folder, tagboard, legal size, white	4.20	840.00
22.	9	Btls	Epson ink, bottle, 003, black	267.75	2,409.75
23.	5	Btls	Epson ink, bottle, 003, magenta	267.75	1,338.75
24.	5	Btls	Epson ink, bottle, 003, yellow	267.75	1,338.75
25.	5	Btls	Epson ink, bottle, 003, cyan	267.75	1,338.75
26.	20	Dozens	Bathroom tissue, roll	157.50	3,150.00
27.	5	Btls	Dishwashing liquid, 500ml	63.00	315.00
28.	2	Pcs	Dishwashing scouring pad with foam	29.40	58.80
29.	1	Pack	Garbage bag, XL, transparent, 100s	420.00	420.00
30.	1	Unit	Calculator, scientific, 12 digits	498.75	498.75
31.	4	Units	Electrical adding machine, 12 digits, HD	2,205.00	8,820.00
32.	1	Pc	Glue gun, big	157.50	157.50

33.	40	Pcs	Magazine file, close-end, long, navy blue	84.00	3,360.00
34.	2	Pcs	Scissors, 6", HD	2.00	4.00
35.	5	Pcs	Stapler, HD, with remover, #35	115.50	577.50
36.	3	Units	Keyboard, wireless	525.00	1,575.00
37.	3	units	Mouse, optical, wireless	446.25	1,338.75
TOTAL AMOUNT					58,237.05

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 September 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