



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 for Registrar**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for Registrar”** with an Approved Budget for the Contract (ABC) of **One Hundred Eight Thousand Eight Hundred Sixty-Nine Pesos and 83/100 Only (PhP 108,869.83)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	5	box	CLIP BACKFOLD, 19mm	9.05	45.25
2.	4	Box	CLIP BACKFOLD, 25mm	15.27	61.08
3.	5	Box	CLIP BACKFOLD, 32mm	20.80	104.00
4.	5	Btls	STAMP PAD INK, purple or violet, 50ml (min.)	31.52	157.60
5.	5	Pcs	STAMP PAD, felt, bed dimension: 60mm x 100mm	34.95	174.75
6.	5	Box	CLIP, backfold, 32mm, 12's	29.40	147.00
7.	5	Box	CLIP, bulldog, 31mm, 12's	39.90	199.50
8.	2	Roll	TAPE, DUCT, 2"	163.17	326.34
9.	30	Ream	PARCHMENT PAPER, 8.5"x 11", Subs 20	266.70	8,001.00
10.	1000	Pcs	DIPLOMA JACKET	80.00	80,000.00
11.	60	box	NOTARIAL SEAL	100.00	6,000.00
12.	5	Can	AIR FRESHENER, aerosol type	90.22	451.10
13.	2	Pcs	DETERGENT BAR, 140g	8.30	16.60
14.	2	Packs	DETERGENT POWDER, 1kg	37.43	74.86
15.	2	Packs	INTERFOLDED PAPER TOWELS	58.80	117.60
16.	50	Pcs	PAPER CUPS	1.05	52.50
17.	10	Packs	TABLE NAPKIN	31.50	315.00
18.	4	Pcs	ALBATROSS, big	50.40	201.60
19.	3	Dozen	BATHROOM TISSUE, Coreless plain	157.50	475.50
20.	5	Btls	DISHWASHING LIQUID, 500mL	63.00	315.00
21.	5	Pcs	DISHWASHING SCOURING PAD WITH FOAM	29.40	147.00
22.	2	Pcs	DOORMAT, cotton	26.25	52.50
23.	2	Packs	GARBAGE BAG, XL, transparent, 100's	420.00	840.00
24.	2	Packs	GARBAGE BAG, L, transparent, 100's	367.50	735.00
25.	5	Pcs	SCOTCH BRITE with foam	31.50	157.50
26.	2	pcs	SOAP, BATHROOM, 90 grams, 1 piece in individual box	25.20	50.40
27.	5	Btls	ALCOHOL, ethyl	43.58	217.90
28.	200	Pcs	SURGICAL MASK, 3-ply	14.04	2,808.00
29.	50	Pcs	PREMIUM LATEX GLOVES	5.02	251.00
30.	20	Btls	HAND SANITIZER, 500mL	151.43	3,028.60
31.	15	Pcs	FACE SHIELD, direct splash protection	124.80	1,872.00

32.	10	pcs	KN95 FACE MASK	104.00	1,040.00
33.	5	Pair	SCISSORS, symmetrical, blade length: 65mm, 1 piece	40.56	202.80
34.	5	Box	STAPLE WIRE, standard	21.09	105.45
35.	2	pcs	TAPE DISPENSER, table top	64.20	128.40
<b>TOTAL AMOUNT</b>					<b>108,869.83</b>

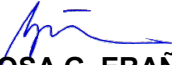
2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
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 November 8, 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