



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 HRDO

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for HRDO”** with an Approved Budget for the Contract (ABC) of **Eighty-Five Thousand Seven Hundred Seventeen Pesos and 54/100 Only (PhP 85,717.54)**. 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	box	CLIP BACKFOLD, 19mm	9.05	90.50
2.	10	Box	CLIP BACKFOLD, 25mm	15.27	152.70
3.	10	Box	CLIP BACKFOLD, 32mm	20.80	208.00
4.	10	Box	CLIP BACKFOLD, 50mm	47.84	478.40
5.	100	Reams	PAPER, multicopy, 80gsm, A4	170.56	17,056.00
6.	2	Btls	STAMP PAD INK, purple or violet, 50ml (min.)	31.52	63.04
7.	2	pcs	STAMP PAD, felt, bed dim: 60mm x 100mm	34.95	69.90
8.	10	Pcs	BATTERY, AA, 2's, HD	73.50	735.00
9.	10	Pcs	CD-RW, without case	36.75	367.50
10.	10	Pcs	CD-RW, with case	44.10	441.00
11.	10	Pcs	CORRUGATED BOX, for legal size documents	68.25	682.50
12.	3	Box	PENCIL, #2, 12's/bx	84.00	252.00
13.	1	Pcs	RIBBON/RETRANSFER FILM for ID printer	6,825.00	6,825.00
14.	10	Pcs	SIGN PEN, blue, 1.0	65.10	651.00
15.	2	Reams	COLORED BONDPAPER, A4, S24 (80 gsm), blue	441.00	882.00
16.	2	Bdls	DAILY TIME RECORD, Form 48, White (50's bundle)	94.50	189.00
17.	20	packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	2,100.00
18.	5	Packs	STICKER PAPER MATTE, 10's/pack, A4	36.75	183.75
19.	10	Pcs	STICKY NOTE PADS, yellow, 2"x3"	57.75	577.50

20.	10	Pcs	STICKY NOTE PADS, yellow, 3"x3"	63.00	630.00
21.	10	Pcs	STICKY NOTE PADS, yellow, 3"x4"	89.25	892.50
22.	30	Pcs	ENVELOPE, expanding, long, KRAFT	15.75	472.50
23.	15	Btls	EPSON INK, BOTTLE, 003, black	267.75	4,016.25
24.	10	Btls	EPSON INK, BOTTLE, 003, magenta	267.75	2,677.50
25.	10	Btls	EPSON INK, BOTTLE, 003, yellow	267.75	2,677.50
26.	10	Btls	EPSON INK, BOTTLE, 003, cyan`	267.75	2,677.50
27.	1	Pc	TONER for Copier (MP1900)	2,887.50	2,887.50
28.	20	Pcs	ALCOHOL, 70% isoprophyl, 500ml	76.65	1,533.00
29.	2	Packs	GARBAGE BAG, medium, transparent, 100's	315.00	630.00
30.	3	Packs	GARBAGE BAG, small, transparent, 100's	262.50	787.50
31.	2	Pc	STAPLER, HD, with remover, #35	115.50	231.00
32.	1	Unit	PRINTER, Multifunction, Continuous ink	8,400.00	8,400.00
33.	1	Unit	BINDING MACHINE	12,600.00	12,600.00
34.	3	Unit	CHAIR, Office, Mid back, fabric	4,200.00	12,600.00
TOTAL AMOUNT					85,717.54

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 24, 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