



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 NCRDEC

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 NCRDEC”** with an Approved Budget for the Contract (ABC) of **One Hundred Seventeen Thousand Four Hundred Thirty-Seven Pesos and 85/100 Only (PhP 117,437.85)**. 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	Pads	Notepad, stick on, 2x3	37.06	741.20
2.	20	Pads	Notepad, stick on, 3x4	59.28	1,185.60
3	20	Pcs	Sign pen, black, liquidgel ink, 0.5mm needle tip	34.61	692.20
4.	50	Rolls	Tape, transparent, width: 24mm (A+1mm)	10.09	504.50
5	40	Cans	Air, freshener, aerosol type, 300 mL	90.22	3,608.80
6.	10	Cans	Disinfectant spray, 510 mL	128.96	1,289.60
7.	300	Pcs	Ballpen, black	5.25	1,575.00
8.	30	Pcs	Battery AA, 2's, HD	73.50	2,205.00
9.	3	Pcs	Cable, HDMI, 3m	743.40	2,230.20
10.	20	Bxs	Clip, backfold, 15mm, 12's	12.60	252.00
11.	20	Bxs	Clip, Bulldog, 23mm,12's	29.40	588.00
12.	300	Pcs	ID-lace, ordinary	10.50	3,150.00
13.	300	Pcs	ID Jacket, clear plastic, A3 (118x92mm-transverse)	15.75	4,725.00
14.	10	Packs	Index tab flags, sign here yellow	178.50	1,785.00
15.	20	Packs	Laminating film, A4 250 mic	1,260.00	25,200.00
16.	5	Pcs	Marking pen, permanent, broad, black	36.75	183.75
17.	20	Pcs	Sign pen, black, 1.0	65.10	1,302.00
18.	50	Packs	Specialty board, 10's/pack, 180gsm, vellum, A4	36.75	1,837.50
19.	112	Rms	Copy paper, A4, 80gsm	250.00	28,000.00
20.	20	Pcs	Arch file, 3 hole, A4, D-type, 1.5" with label	262.50	5,250.00
21.	50	Pcs	Folder, pressboard, plain, long, green	10.50	525.00
22.	10	Bundle	Ring binder, 3/8", plastic, 10pcs/bundle, black	73.50	735.00
23.	10	Bundle	Ring binder, 1/2", plastic, 10pcs/bundle, black	89.25	892.50
24.	20	Btls	Ink for Epson L3110, black	267.75	5,355.00
25.	20	Btls	Ink for Epson L3110, magenta	267.75	5,355.00
26.	20	Btls	Ink for Epson L3110, yellow	267.75	5,355.00
27.	20	Btls	Ink for Epson L3110, cyan	267.75	5,355.00
28.	2	Pcs	Extension cord, 4-universal plug, HD, with individual switches	1,312.50	2,625.00

29.	20	Pcs	Fluorescent bulb, white 15watts	157.50	3,150.00
30.	20	Bxs	Laboratory Mask, disposable, 50's	89.25	1,785.00
TOTAL AMOUNT					117,437.85

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 February 02, 2022.**

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.


ROSELYN M. MARANAN
BAC Secretary, Goods and Services