



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, Materials and Equipment**

- The Cavite State University (CvSU) invites interested firms/suppliers to submit quotation for the project **“Supply and Delivery of Office Supplies, Materials and Equipment”** with an Approved Budget for the Contract (ABC) of **Two Hundred Seventy-Five Thousand Seven Hundred Fourteen Pesos and 45/100 Only (PhP 275,714.45)** Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	2	roll	ACETATE, gauge #4, 50m per roll, plastic cover	1,102.50	2,205.00
2.	600	pc	BALLPEN, black	5.25	3,150.00
3.	400	pc	BALLPEN, blue	5.25	2,100.00
4.	4	pc	BALLPEN, green	5.25	21.00
5.	400	pc	BALLPEN, red	5.25	2,100.00
6.	4	pc	BATTERY, AA, 2's, HD	73.50	294.00
7.	5	pc	CABLE, HDMI, 3m	743.40	3,717.00
8.	4	pc	CERTIFICATE HOLDER, A4 SIZE", plastic with board	36.75	147.00
9.	7	pc	CERTIFICATE HOLDER, A4, with board	39.90	279.30
10.	10	box	CLIP, backfold, 15mm, 12's	12.60	126.00
11.	5	box	CLIP, backfold, 32mm, 12's	29.40	147.00
12.	10	pcs	FLOURESCENT MARKER, yellow	36.75	367.50
13.	5	btls	GLUE, multi-purpose, 40g	50.40	252.00
14.	40	btls	INK REFILL, white boardmarker, black	138.60	5,544.00
15.	5	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	17.06	85.30
16.	5	pc	SIGN PEN, black, 0.5	65.10	325.50
17.	30	pc	SIGN PEN, blue, 0.5	65.10	1,953.00
18.	5	pc	SIGN PEN, red, 0.5	65.10	325.50
19.	5	roll	TAPE, DOUBLE ADHESIVE, 1"	26.25	131.25
20.	2	rm	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	371.70	743.40
21.	1	rm	PARCHMENT PAPER, A4, Subs 20	266.70	266.70
22.	20	pck	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	36.75	735.00
23.	20	pck	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	36.75	735.00
24.	15	pck	SPECIALTY PAPER, 10's/pack, WHITE, A4	33.60	504.00
25.	2	pck	STICKER PAPER MATTE, 10's/pack, A4	36.75	73.50
26.	2	pc	ARCH FILE, 2-hole, portrait, A4	315.00	630.00
27.	1	box	FASTENER, for paper, Plastic coated, 50 sets per box	52.50	52.50
28.	12	pc	FILE ORGANIZER, Plastic, expanding, with divider, A4	94.50	1,134.00
29.	20	pc	FOLDER, sliding, plastic, yellow, long	7.35	147.00

30.	23	btls	EPSON INK, C13T6664100 (T6641), Black	315.00	7,245.00
31.	15	btls	EPSON INK, C13T664200 (T6642), Cyan	315.00	4,725.00
32.	15	btls	EPSON INK, C13T664300 (T6643), Magenta	315.00	4,725.00
33.	15	btls	EPSON INK, C13T664400 (T6644), Yellow	315.00	4,725.00
34.	4	box	REGISTRATION FORMS (2ply carbonized, computer paper with logo), 8.5"x11"	2,940.00	11,760.00
35.	14	pcs	PADLOCK, 50mm	126.00	1,764.00
36.	15	pcs	PADLOCK, 60mm heavy duty	745.50	11,182.50
37.	2	pcs	EXTENSION CORD, 3-universal plug, HD, 6m	892.50	1,785.00
38.	4	pcs	EXTENSION CORD, 4-universal plug, HD with individual switches	1,050.00	4,200.00
39.	5	pcs	ALCOHOL, 70% isoprophyl, 500ml	76.55	383.25
40.	5	dozen	BATHROOM TISSUE, Coreless plain	157.50	787.50
41.	5	pcs	CLEANING TOWEL, 12's / pack	120.75	603.75
42.	10	btls	DISHWASHING LIQUID, 1000mL	105.00	1,050.00
43.	4	btls	DISHWASHING LIQUID, 500mL	63.00	252.00
44.	30	pcs	DOORMAT, cotton	26.25	787.50
45.	10	pck	GARBAGE BAG, XL, transparent, 100's	420.00	4,200.00
46.	5	pck	GARBAGE BAG, medium, transparent, 100's	315.00	1,575.00
47.	5	btls	GLASS CLEANER	210.00	1,050.00
48.	6	unit	BULLETIN BOARD, cork board, 3'x5'	1,575.00	9,450.00
49.	2	pc	CALCULATOR, SCIENTIFIC, 12 digits	498.75	997.50
50.	5	unit	AVR	525.00	2,625.00
51.	5	unit	EXTERNAL HARDDRIVE, 2TB	6,300.00	31,500.00
52.	5	unit	PRINTER, Multifunction, CONTINUOUS INK	8,400.00	42,000.00
53.	1	pc	BOLO STRAIGHT, RIGHTHANDED	630.00	630.00
54.	2	set	TORNADO MOP, big	1,365.00	2,730.00
55.	1	unit	CABINET, Filing, four drawers, steel, plain	10,500.00	10,500.00
56.	4	pcs	CABINET, Filing, Lateral, 3 layers	12,600.00	50,400.00
57.	1	unit	CHAIR, Office, Mid back, fabric	4,200.00	4,200.00
58.	1	pc	COMPUTER CHAIR, gas lift, black	1,575.00	1,575.00
59.	1	pc	TABLE, Clerical, 20"x45", with top glass	4,515.00	4,515.00
60.	1	unit	internet modem	1,500.00	1,500.00
61.	2	unit	prepaid WiFi modem	1,500.00	3,000.00
62.	70	pc	headset/earphones	250.00	17,500.00
63.	1	pcs	television bracket (wall) for 32" inches television	1,500.00	1,500.00
<b>TOTAL AMOUNT</b>					<b>275,714.45</b>

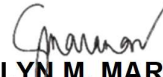
2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
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 March 14, 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