



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
Indang, Cavite, Philippines

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Materials**

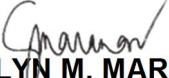
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies and Materials**” with an Approved Budget for the Contract (ABC) of **Sixty-Eight Thousand Three Hundred Seventy Pesos Only (PhP 68,370.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	150	pcs	RECORD BOOK (Junior/tablet size: 5.5inx8.5in; 150 pages)	55.00	8,250.00
2.	150	pcs	BALLPEN (Black)	7.00	1,050.00
3.	120	pcs	MANILA PAPER (9x12" size)	7.00	840.00
4.	120	set	CRAYONS (8-color complete set)	30.00	3,600.00
5.	150	pcs	PENCIL (Medium, No. 2)	8.00	1,200.00
6.	50	units	CALCULATOR (Portable; 10-digits; Large Display)	300.00	15,000.00
7.	11	units	CALCULATOR WITH RECIEPT (Compact Type/ 12 digits/ 2.0 line per second printing / 2-color printing positive values and negative values for easy checking/ Current time and date Printing/Reprint multiple copies of the calculation history/ Print the calculation history later even in print off mode/ 150 steps check Displays up to 150 previous calculation steps.	2,500.00	27,500.00
8.	5	Reams	COPY PAPER, A4 (8.27"x11.69"), 80gsm	200.00	1,000.00
9	20	Pcs	NAME TAG HOLDER, acrylic, 14'x5'x2'	200.00	4,000.00
10	50	pack	SPECIALTY BOARD, 10's/pack, 180gsm, vellum, A4	22.00	1,100.00
11	3	pack	STICKER PAPER MATTE, 10's/pack, A4	60.00	180.00
12.	30	Pcs	MARKING PEN, Permanent, broad, black	35.00	1,050.00
13.	30	Pcs	PLASTIC ENVELOPE, Expandable with Handle, Transparent	120.00	3,600.00
<b>TOTAL AMOUNT</b>					<b>68,370.00</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 17, 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