



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 Office Supplies for Budget Office

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for Budget Office”** with an Approved Budget for the Contract (ABC) of **Sixty-Seven Thousand One Hundred Thirty-Three Pesos and 69/100 Only (Php 67,133.69)**. 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	Pcs	Ballpen, black	5.00	100.00
2.	20	Pcs	Cable tie	5.00	100.00
3.	2	Pcs	Clearbook, long, refillable plastic	49.60	99.20
4.	2	Bxs	Clip, backfold, 15mm, 12's	13.00	26.00
5.	2	Bxs	Clip, backfold, 32mm, 12's	30.00	60.00
6.	2	Bxs	Clip, backfold, 41mm, 12's	55.00	110.00
7.	2	Bxs	Clip, bulldog, 23mm, 12's	30.00	60.00
8.	2	Bxs	Clip, bulldog, 31mm, 12's	42.00	84.00
9.	2	Bxs	Clip, bulldog, 38mm, 12's	50.00	100.00
10.	2	Bxs	Clip, bulldog, 51mm, 12's	73.00	146.00
11.	2	Bxs	Clip, bulldog, 63mm, 12's	109.00	218.00
12.	2	Bxs	Clip, bulldog, 75mm, 12's	147.00	294.00
13.	1	Rm	Colored Bondpaper, long, S20 (70gsm), Green	390.25	390.25
14.	20	Rms	Copr paper, long, 8.5 x 13", 80gsm	264.60	5,292.00
15.	5	Btls	Epson ink, 003, black	290.00	1,450.00
16.	5	Btls	Epson ink, 003, magenta	290.00	1,450.00
17.	5	Btls	Epson ink, 003, yellow	290.00	1,450.00
18.	10	Bxs	Fastener, for paper, plastic coated, 50's	55.10	551.00
19.	2	Pcs	Gestetner Toner, MP2501L	3,087.00	6,174.00
20.	2	btls	Glue, multi-purpose, 130g	71.50	143
21.	5	Packs	Index tab flags, Sign Here, yellow	187.50	937.50
22.	2	Packs	Laminating film, 8.5 x 11", 125mic	606.00	1,212.00
23.	2	Packs	Laminating film, 8.5 x 11", 250mic	1,185.00	2,370.00
24.	10	Pcs	Marking pen, permanent, broad, black	38.50	385.00
25.	5	Pcs	Marking pen, permanent, broad, blue	38.50	192.50
26.	1	Bx	Pencil, #2, 12's	88.20	88.20
27.	2	Packs	Photopaper, glossy, 20's, 180gsm, A4	110.25	220.50
28.	2	Packs	Photopaper, matte, 20's, 180gsm, A4	110.25	220.50
29.	50	Pcs	Shoelace	15.00	750.00
30.	15	Pcs	Sing pen, black, 0.5	68.00	1,020.00
31.	30	Pcs	Sing pen, blue, 0.5	68.00	2,040.00
32.	10	Packs	Specialty board, 10's, 180gsm, cream, long	38.60	386.00
33.	10	Packs	Specialty board, 10's, 180gsm, cream, A4	38.60	386.00
34.	2	Packs	Sticker paper, glossy, 10's, A4	38.50	77.00
35.	2	Packs	Sticker paper, matte, 10's, A4	38.50	77.00
36.	5	Rolls	Tape, double adhesive, 1"	27.50	137.50
37.	5	Rolls	Tape, double adhesive, 2"	55.00	275.00

38	5	Rolls	Tape, double adhesive, 3"	82.70	413.50
39	3	Rolls	Tape, duct, 2"	171.00	513.00
40	3	Rolls	Tape, duct, 3"	231.50	694.50
41	3	Rolls	Tape, Magic, 1"	251.00	753.00
42	3	Bxs	Thumbtacks	11.00	33.00
43	30	Rms	Copy paper, A4, 80gsm	200.00	6,000.00
44	5	Btls	Epson Ink, 003, cyan	290.00	1,450.00
45	2	Gals	Alcohol, ethyl, 68%-72%, 1gal	387.92	775.84
46	2	Pcs	Cleaning towel, 12's	126.79	253.58
47	8	Pcs	Dishwashing foam	27.56	220.50
48	5	Btls	Dishwashing liquid, 1000ml	110.25	551.25
49	4	Pcs	Extension cord, 4-universal plug, HD with individual switches	1,102.50	4,410.00
50	3	Packs	Garbage bag, large, transparent, 100's	385.88	1,157.63
51	2	Pack	Garbage bag, medium, transparent, 100's	330.75	661.50
52	5	Packs	Garbage bag, XL, transparent, 100's	441.00	2,205.00
53	30	Pcs	Gloves, nitrile	3.07	92.10
54	2	Btls	Hand soap, liquid, 500ml	249.00	498.00
55	5	Pcs	Scotchbrite with foam	33.08	165.38
56	50	Pcs	Surgical Mask, 3ply	1.53	76.50
57	2	Cans	Disinfectant spray, 510g	570.00	1,140.00
58	1	Set	Tornado mop, big	1,433.25	1,433.25
59	2	Pcs	Ruler, 12", metal	44.10	88.20
60	2	Pcs	Ruler, 12", plastic	49.61	99.23
61	2	Pcs	Ruler, 24", metal	253.58	507.15
62	1	Pc	Ruler, 24", plastic	33.08	33.08
63	4	Pcs	Scissor, 6", HD	77.18	308.70
64	2	Pcs	Stamping date, self-inking stamp, shiny	413.44	826.88
65	2	Pcs	Stapler, HD, with remover #35	121.28	242.55
66	1	Pc	Wall Clock, quartz	330.75	330.75
67	1	Unit	Flash Drive, 64GB	1,433.25	1,433.25
68	1	Unit	Keyboard, USB type	441.00	441.00
69	1	Unit	Keyboard, wireless	551.25	551.25
70	2	Units	UPS	3,197.25	6,394.50
71	1	Unit	Wireless Router	3,307.50	3,307.50
TOTAL AMOUNT				67,133.69	

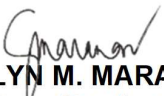
2. Delivery Period: ____ calendar days from the receipt of P.O.

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 April 25, 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