



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 for Trece Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for Trece Campus”** with an Approved Budget for the Contract (ABC) of **Eighty-Nine Thousand Seven Hundred Forty-Two Pesos and 75/100 Only (PhP 89,742.75)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

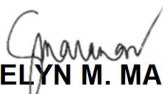
Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	15	pc	BATTERY, AA, 2's, HD	77.00	1,155.00
2.	15	pc	BATTERY, AAA, 2's, HD	77.00	1,155.00
3.	30	pc	GLUE STICK, big	11.00	330.00
4.	30	pc	GLUE STICK, small	5.00	150.00
5.	2	pack	LAMINATING FILM, A4, 250 mic	1,323.00	2,646.00
6.	5	box	PENCIL, #2, 12's/bx	88.20	441.00
7.	20	pc	SIGN PEN, blue, 1.0	68.00	1,360.00
8.	5	roll	TAPE, DOUBLE ADHESIVE, 1"	27.50	137.50
9.	5	roll	TAPE, DOUBLE ADHESIVE, 3"	82.70	413.50
10.	5	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	390.25	1,951.25
11.	10	ream	COPY PAPER, long (8.5"x13"), 80gsm	264.60	2,646.00
12.	70	ream	COPY PAPER, A4 80gsm	200.00	14,000.00
13.	2	ream	PARCHMENT PAPER, A4, Subs 20	280.00	560.00
14.	10	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	38.60	386.00
15.	10	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, LONG	38.60	386.00
16.	30	pack	Board Paper 200gsm White, A4 Size 8 1/4" x 11 3/4" 10sheets/ pack	90.00	2,700.00
17.	30	pack	POLARIS Photo Sticker A4 Size 8 1/4" x 11 3/4" 135 gsm 20sheets/ pack, Adhesive Photo Paper	120.00	3,600.00
18.	30	PC	ENVELOPE, expanding, A4, GREEN	13.75	412.50
19.	6	box	Notarial Seal, No. 24	50.00	300.00
20.	5	set	SET INK, 4 Ink Bottles Color Dye(CMY) & PIGMENT(BK), 003	1,000.00	5,000.00
21.	3	bos	DEVELOP INEO 185 TONER	3,000.00	9,000.00
22.	4	unit	BULLETIN BOARD, cork board, 4'x8'	3,197.25	12,789.00
23.	6	unit	BULLETIN BOARD, whiteboard, 4'x8'	4,299.75	25,798.50
24.	1	unit	PUNCHER, 3-hole, HD	1,212.75	1,212.75
25.	2	unit	PUNCHER, 2-hole, HD	225.00	450.00
26.	3	unit	Stapler with Remover, Standard Type HD	254.25	762.75
TOTAL AMOUNT					89,742.75

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