



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 Various Office Supplies, Materials and Equipment for CED

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies, Materials and Equipment for CED”** with an Approved Budget for the Contract (ABC) of **Three Hundred Ninety-Eight Thousand Nine Hundred Fifty-Three Pesos and 69/100 Only (Php 398,953.69)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|----------|----------|--------|---|-----------|------------|
| 1 | 10 | bundle | ART PAPER, Assorted colors, 12's/pack | 11.00 | 110.00 |
| 2 | 51 | pc | BALLPEN, black | 5.00 | 255.00 |
| 3 | 50 | pc | BALLPEN, blue | 5.00 | 250.00 |
| 4 | 50 | pc | BALLPEN, red | 5.00 | 250.00 |
| 5 | 21 | pc | BATTERY, 9V, HD | 170.00 | 3,570.00 |
| 6 | 30 | pc | BATTERY, AA, 2's HD | 77.00 | 2,310.00 |
| 7 | 60 | pc | BATTERY, AAA, 2's HD | 77.00 | 4,620.00 |
| 8 | 50 | pc | BROWN ENVELOPE, for A4 size document | 1.75 | 87.50 |
| 9 | 50 | pc | BROWN ENVELOPE, for Long size document | 1.90 | 95.00 |
| 10 | 50 | pc | CD-RW, with case | 46.00 | 2,300.00 |
| 11 | 4 | box | CLIP, bulldog, 38mm, 12's | 50.00 | 200.00 |
| 12 | 15 | ream | COLORED BONDPAPER, A4, S20 (70 gsm), blue | 390.25 | 5,853.75 |
| 13 | 2 | ream | COLORED BONDPAPER, A4, S20 (70 gsm), orange | 390.25 | 780.50 |
| 14 | 3 | ream | COLORED BONDPAPER, A4, S20 (70 gsm), yellow | 390.25 | 1,170.75 |
| 15 | 4 | ream | COLORED BONDPAPER, A4, S20 (70 gsm), green | 390.25 | 1,561.00 |
| 16 | 50 | pc | ENVELOPE, Plastic, long | 10.20 | 509.91 |
| 17 | 42 | bottle | EPSON INK, BOTTLE, 003, black | 290.00 | 12,180.00 |
| 18 | 22 | bottle | EPSON INK, BOTTLE, 003, magenta | 290.00 | 6,380.00 |
| 19 | 22 | bottle | EPSON INK, BOTTLE, 003, yellow | 290.00 | 6,380.00 |
| 20 | 10 | bottle | EPSON RIBBON FOR LX-310 | 132.30 | 1,323.00 |
| 21 | 50 | pc | FOLDER, sliding, morroco, green, long | 10.00 | 500.00 |
| 22 | 50 | pc | FOLDER, sliding, morroco, green, short | 10.00 | 500.00 |
| 23 | 6 | pack | LAMINATING FILM, A4, 125 mic | 661.50 | 3,969.00 |
| 24 | 3 | pack | LAMINATING FILM, A4, 250 mic | 1,323.00 | 3,969.00 |
| 25 | 5 | pack | PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4 | 110.25 | 551.25 |
| 26 | 5 | pack | PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4 | 110.25 | 551.25 |
| 27 | 50 | pack | SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4 | 38.60 | 1,930.00 |
| 28 | 50 | pack | SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4 | 38.60 | 1,930.00 |
| 29 | 10 | pack | SPECIALTY PAPER, 10's/pack, 180gsm, BLUE, A4 | 35.25 | 352.50 |
| 30 | 10 | pack | SPECIALTY PAPER, 10's/pack, 180gsm, | 35.25 | 352.50 |

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|----|----|--------|--|-----------|------------|
| | | | CREAM, A4 | | |
| 31 | 10 | pack | SPECIALTY PAPER, 10's/pack, 180gsm, WHITE, A4 | 35.25 | 352.50 |
| 32 | 30 | pack | STICKER PAPER GLOSSY, 10's/pack, A4 | 38.50 | 1,155.00 |
| 33 | 30 | pack | STICKER PAPER MATTEY, 10's/pack, A4 | 38.50 | 1,155.00 |
| 34 | 4 | roll | TAPE, DOUBLE ADHESIVE, 1" | 27.50 | 110.00 |
| 35 | 4 | roll | TAPE, DOUBLE ADHESIVE, 2" | 55.00 | 220.00 |
| 36 | 20 | box | THUMBTRACKS | 11.00 | 220.00 |
| 37 | 22 | bottle | EPSON INK, BOTTLE, 003, cyan | 290.00 | 6,380.00 |
| 38 | 1 | unit | BULLETIN BOARD, cork board, 3'x5' | 1,653.75 | 1,653.75 |
| 39 | 1 | pc | DESK TRAY, METAL, 3 layers | 523.69 | 523.69 |
| 40 | 1 | pc | DOCUMENT BOX, board, HD | 330.75 | 330.75 |
| 41 | 1 | unit | GLUE GUN, big | 165.38 | 165.38 |
| 42 | 4 | unit | PAPER CUTTER, 15x18" | 1,323.00 | 5,292.00 |
| 43 | 2 | pc | RULER, 24 inches, metal | 253.58 | 507.15 |
| 44 | 3 | pc | SCISSOR 6", HD | 77.18 | 231.53 |
| 45 | 3 | pc | STAMPING DATE, self-inking stamp, shiny | 413.44 | 1,240.31 |
| 46 | 5 | pc | STAPLER, HD | 110.25 | 551.25 |
| 47 | 5 | pc | TAPE DISPENSER, handheld | 55.13 | 275.63 |
| 48 | 4 | pc | WALL CLOCK, quartz | 330.75 | 1,323.00 |
| 49 | 4 | set | Ink for laserjet printer, W1105A Black, W1106A, W1107A, Original Laser Toner Cartridge | 1,000.00 | 4,000.00 |
| 50 | 1 | unit | Laminating Machine | 2,334.99 | 2,334.99 |
| 51 | 5 | unit | FLASH DRIVE, 64GB | 1,433.25 | 7,166.25 |
| 52 | 1 | unit | PRINTER, Laserjet, Laser Toner cartridge Ink System | 11,025.00 | 11,025.00 |
| 53 | 6 | unit | HEAD SET | 250.00 | 1,500.00 |
| 54 | 6 | unit | WEB CAMERA | 1,600.00 | 9,600.00 |
| 55 | 6 | unit | speaker for desktop computer | 724.00 | 4,344.00 |
| 56 | 1 | unit | Printer, Continuous Ink, 3 in 1 | 13,771.71 | 13,771.71 |
| 57 | 4 | unit | BOOKSHELVES, Open Shelves, metal, 6 layers | 11,025.00 | 44,100.00 |
| 58 | 1 | set | TABLE Clerical, 28"x48" with top glass with office chair | 9,000.00 | 9,000.00 |
| 59 | 5 | pc | THERMOGUN | 2,532.40 | 12,662.00 |
| 60 | 58 | pc | PAPER CUPS | 1.10 | 63.95 |
| 61 | 30 | pc | STIRRER | 0.55 | 16.54 |
| 62 | 5 | pc | stainless pitcher | 250.00 | 1,250.00 |
| 63 | 15 | gal | ALCOHOL, ethyl, 68%-72%, 1 Gallon | 387.92 | 5,818.80 |
| 64 | 10 | bottle | ALCOHOL, ethyl, 68%-72%, 500 ml | 66.56 | 665.60 |
| 65 | 20 | gal | ALCOHOL 70%, ethy, gallon | 550.00 | 11,000.00 |
| 66 | 10 | pc | ALBATROS, big | 52.92 | 529.20 |
| 67 | 15 | gal | DISINFECTANT SPRAY 340g | 480.00 | 7,200.00 |
| 68 | 3 | pc | DISHWASHING SCOURING PAD, big | 44.10 | 132.30 |
| 69 | 2 | pack | SCOURING POWDER, All purpose, 350 grams | 25.00 | 50.00 |
| 70 | 4 | pack | GARBAGE BAG, medium, transparent, 100's | 330.75 | 1,323.00 |
| 71 | 1 | pack | GARBAGE BAG, XL, transparent, 100's | 441.00 | 441.00 |
| 72 | 1 | bottle | GLASS CLEANER | 220.50 | 220.50 |
| 73 | 4 | bottle | HAND SANITIZER, 200ml | 110.25 | 441.00 |
| 74 | 12 | bottle | HAND SOAP, Liquid, 500ml | 249.00 | 2,988.00 |
| 75 | 60 | pc | keychain | 5.00 | 300.00 |
| 76 | 60 | set | Curtain panels with rod, 95" x 60", Fabric, cream, 64" metal curtain rod, 1/2" | 2,000.00 | 120,000.00 |
| 77 | 20 | set | DOORKNOB, HD | 330.75 | 6,615.00 |

| | | | | | |
|---------------------|----|-----|---|----------|-------------------|
| 78 | 60 | pc | LED Bulb, 15watts, Lamp Base E27, 1300 Lumens | 149.99 | 8,999.52 |
| 79 | 2 | set | DRILL BITS, for concrete | 551.25 | 1,102.50 |
| 80 | 2 | set | DRILL BITS, for metal | 551.25 | 1,102.50 |
| 81 | 1 | pc | DRILL, Electric hand drill | 7,056.00 | 7,056.00 |
| 82 | 20 | pc | PADLOCK, 60mm heavy duty | 782.78 | 15,655.50 |
| TOTAL AMOUNT | | | | | 398,953.69 |

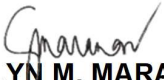
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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