



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 for Research Activity of CEIT**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies, Materials and Equipment for Research Activity of CEIT”** with an Approved Budget for the Contract (ABC) of **Three Hundred Forty-Two Thousand One Hundred Twenty Pesos and 10/100 Only (Php 342,120.10)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	5	bxs	Acetate, transparency film, A4	275.00	1,375.00
2	50	pcs	Ballpen, black	5.00	250.00
3	20	pcs	Ballpen, blue	5.00	100.00
4	30	pcs	Ballpen, red	5.00	100.00
5	30	pcs	Battery, AA, 2's	70.00	2,100.00
6	30	pcs	Battery, AAA, 2's	70.00	2,100.00
7	100	pcs	Bag kraft, 12 x 6 x 12, plain	50.00	5,000.00
8	50	pcs	CD- RW, with case	42.00	2,100.00
9	50	pcs	Certificate holder, A4, plastic with board	35.00	1,750.00
10	10	bxs	Clip, backfold, 15mm, 12's/box	12.00	120.00
11	10	bxs	Clip, backfold, 32mm, 12's/box	28.00	280.00
12	10	bxs	Clip, backfold, 41mm, 12's/box	50.00	500.00
13	20	pcs	Eraser, dust-free, big	20.00	400.00
14	20	pcs	Eraser, felt, for whiteboard/blackboard	24.00	480.00
15	10	pcs	Flourescent marker, green	35.00	350.00
16	10	pcs	Flourescent marker, orange	35.00	350.00
17	10	pcs	Flourescent marker, pink	35.00	350.00
18	10	pcs	Flourescent marker, yellow	35.00	350.00
19	50	pcs	Glue, multi- purpose, 130g	65.00	3,250.00
20	20	pcs	Glue stick, big	10.00	20.00
21	200	pcs	ID lace, customized	45.00	9,000.00
22	100	pcs	ID jacket, clear plastic, A2 (105 x 82mm), transverse	12.00	1,200.00
23	100	pcs	ID jacket, clear plastic, A3 (116 x 92mm), transverse	15.00	1,500.00
24	100	pcs	ID jacket, clear plastic, B3 (126 x 95mm), upright	15.00	1,500.00
25	100	pcs	ID jacket, clear plastic, B4 (155 x 106mm), upright	20.00	2,000.00
26	20	btls	Ink refill, permanent marker, black	80.00	1,600.00
27	20	btls	Ink refill, whiteboard marker, black	132.00	2,640.00
28	2	packs	Laminating film, 8.5" x 11", 250mic	1,075.00	2,150.00
29	2	packs	Laminating film, A4, 250mic	1,200.00	2,400.00
30	2	tubes	Lead for mechanical pencil	35.00	70.00
31	10	pcs	Marking pen, permanent, broad, black	35.00	350.00
32	5	pcs	Marking pen, permanent, broad, blue	35.00	175.00

33	5	pcs	Marking pen, permanent, broad, red	35.00	175.00
34	10	pcs	Marking pen, permanent, fine, black	35.00	350.00
35	5	pcs	Marking pen, permanent, fine, blue	35.00	175.00
36	5	pcs	Marking pen, permanent, fine, red	35.00	175.00
37	5	pcs	Marking pen, permanent, superfine, black	45.00	225.00
38	5	pcs	Marking pen, permanent, superfine, blue	45.00	225.00
39	5	pcs	Marking pen, permanent, superfine, red	45.00	225.00
40	20	bxs	Pencil, #1, 12's/box	80.00	1,600.00
41	20	bxs	Pencil, #2, 12's/box	80.00	1,600.00
42	5	pcs	Pencil, mechanical, with 0.5mm lead	25.00	125.00
43	10	pcs	Photo frame, with stand, A4	85.00	850.00
44	20	cases	Push pin, flat head type, assorted colors, 50 pcs per case	16.25	325.00
45	20	pcs	Sign pen, black, 0.5	62.00	1,240.00
46	5	pcs	Sign pen, black, 1	62.00	310.00
47	20	pcs	Sign pen, blue, 0.5	62.00	1,240.00
48	5	pcs	Sign pen, blue, 1	62.00	310.00
49	20	pcs	Sign pen, red, 0.5	62.00	1,240.00
50	5	pcs	Sign pen, red, 1	62.00	310.00
51	5	btls	Stamp pad ink, black	65.00	325.00
52	5	btls	Stamp pad ink, green	65.00	325.00
53	100	bxs	Staple wire, std no. 25	29.00	2,900.00
54	50	bxs	Staple wire, HD, 23/17, for heavy duty staplers, metal, non-rust	45.00	2,250.00
55	30	rolls	Tape, double adhesive, 1"	25.00	750.00
56	30	rolls	Tape, double adhesive, 2"	50.00	1,500.00
57	20	rolls	Tape, duct, 2"	155.40	3,108.00
58	20	rolls	Tape, magic, 1"	228.00	4,560.00
59	10	bxs	Thumbtacks	10.00	100.00
60	100	packs	Art paper, assorted colors, 12's/pack	10.00	1,000.00
61	20	reams	Colored bond paper, A4, S-24 (80gsm), green	420.00	8,400.00
62	20	reams	Colored bond paper, A4, S-24 (80gsm), yellow	420.00	8,400.00
63	20	reams	Colored bond paper, A4, S-24 (80gsm), blue	420.00	8,400.00
64	20	reams	Colored bond paper, A4, S-24 (80gsm), orange	420.00	8,400.00
65	5	reams	Colored bond paper, short, S-24 (80gsm), green	420.00	2,100.00
66	5	reams	Colored bond paper, short, S-24 (80gsm), yellow	420.00	2,100.00
67	5	reams	Colored bond paper, short, S-24 (80gsm), blue	420.00	2,100.00
68	5	reams	Colored bond paper, short, S-24 (80gsm), orange	420.00	2,100.00
69	5	reams	Colored bond paper, long, S-24 (80gsm), green	420.00	2,100.00
70	5	reams	Colored bond paper, long, S-24 (80gsm), yellow	420.00	2,100.00
71	5	reams	Colored bond paper, long, S-24 (80gsm), blue	420.00	2,100.00
72	5	reams	Colored bond paper, long, S-24 (80gsm), orange	420.00	2,100.00
73	10	reams	Colored bond paper, A4, S-24 (80gsm), assorted colors	420.00	4,200.00

74	20	pcs	Illustration board, 30"x40"	50.00	1,000.00
75	21	packs	Index card, 3"x5", 500 pcs/pack	103.00	206.00
76	2	packs	Index card, 5"x8", 500 pcs/pack	175.00	350.00
77	2	packs	Manila paper, 10 sheets per pack	30.00	60.00
78	10	pcs	Morocco paper, 30 x 40, blue	42.00	420.00
79	10	pcs	Morocco paper, 30 x 40, brown	42.00	420.00
80	10	pcs	Morocco paper, 30 x 40, green	42.00	420.00
81	10	pcs	Morocco paper, 30 x 40, orange	42.00	420.00
82	10	pcs	Morocco paper, 30 x 40, pink	42.00	420.00
83	10	pcs	Morocco paper, 30 x 40, red	42.00	420.00
84	10	pcs	Morocco paper, 30 x 40, white	42.00	420.00
85	10	pcs	Morocco paper, 30 x 40, yellow	42.00	420.00
86	5	reams	Parchment paper, A4, substance 20	254.00	1,270.00
87	10	packs	Photo paper, glossy, 20 pcs/pack, 180gsm, A4	100.00	1,000.00
88	10	packs	Photo paper, matte, 20 pcs/pack, 180gsm, A4	100.00	1,000.00
89	20	packs	Specialty board, 10's/pack, 180gsm, cream, A4	35.00	700.00
90	20	packs	Specialty board, 10's/pack, 180gsm, white, A4	35.00	350.00
91	20	packs	Specialty board, 10's/pack, 180gsm, vellum, A4	35.00	350.00
92	50	pcs	Specialty paper, with microtext, A4	5.00	250.00
93	20	packs	Sticker paper, glossy, A4, 10's/pack	35.00	700.00
94	20	packs	Sticker paper, matte, A4, 10's/pack	35.00	700.00
95	20	pads	Sticky note pads, yellow, 1.5" x 2"	28.00	560.00
96	20	pads	Sticky note pads, yellow, 2" x 3"	55.00	1,100.00
97	20	pads	Sticky note pads, yellow, 3" x 3"	60.00	1,200.00
98	20	pads	Sticky note pads, yellow, 3" x 4"	85.00	1,700.00
99	20	pads	Sticky note pads, yellow, 3" x 5"	98.00	1,960.00
100	3	pads	Sticky note pads, assorted colors, 2"x2", 400's/pad	155.35	466.05
101	100	pcs	Arch file, 3-hole, A4, D-type, 3", with label	350.00	35,000.00
102	100	pcs	Brown envelope, for A4 size document	1.60	160.00
103	50	pcs	Envelope, plastic, expanding, A4	50.00	2,500.00
104	30	pcs	Envelope, plastic, expanding, A4 with handle	60.00	1,800.00
105	20	pcs	Envelope, expanding, A4, blue	12.50	250.00
106	20	pcs	Envelope, expanding, A4, green	12.50	250.00
107	20	pcs	Envelope, expanding, A4, kraft	12.50	250.00
108	20	pcs	Envelope, expanding, A4, red	12.50	250.00
109	20	pcs	Envelope, expanding, A4, yellow	12.50	250.00
110	20	pcs	Envelope, expanding, long, blue	15.00	300.00
111	2	bxs	Envelope, mailing, long, 500pcs/box	350.00	700.00
112	2	bxs	Envelope, mailing, short, 500pcs/box	180.00	360.00
113	20	bxs	Fastener, for paper, plastic coated, 50 sets per box	50.00	1,000.00
114	30	pcs	Filer organizer, plastic, expanding, with divider, A4	90.00	2,700.00
115	100	pcs	Folder, plastic, L-type, A4	6.50	650.00
116	100	pcs	Folder, sliding, gray morocco with plastic cover, A4	15.00	1,500.00
117	100	pcs	Folder sliding, morocco, blue, A4	9.00	900.00
118	100	pcs	Folder sliding, morocco, brown, A4	9.00	900.00
119	100	pcs	Folder sliding, morocco, green, A4	9.00	900.00

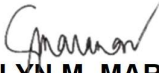
120	100	pcs	Folder sliding, morocco, orange, A4	9.00	900.00
121	100	pcs	Folder sliding, morocco, pink, A4	9.00	900.00
122	100	pcs	Folder sliding, morocco, red, A4	9.00	900.00
123	100	pcs	Folder sliding, morocco, white, A4	9.00	900.00
124	100	pcs	Folder sliding, morocco, yellow, A4	9.00	900.00
125	100	pcs	Folder sliding, plastic, blue, A4	6.00	600.00
126	100	pcs	Folder sliding, plastic, green, A4	6.00	600.00
127	100	pcs	Folder sliding, plastic, red, A4	6.00	600.00
128	100	pcs	Folder sliding, plastic, yellow, A4	6.00	600.00
129	20	btls	Epson ink, C13T6664100 (T6641), black	300.00	6,000.00
130	5	btls	Epson ink, C13T6664200 (T6642), cyan	300.00	2,400.00
131	5	btls	Epson ink, C13T6664300 (T6643), magenta	300.00	2,400.00
132	5	btls	Epson ink, C13T6664400 (T6644), yellow	300.00	2,400.00
133	1	unit	Water dispenser, hot and cold	5,600.00	5,600.00
134	2	sets	Tornado mop, big	1,300.00	2,600.00
135	1	unit	Bulletin board, corkboard, 3'x5'	1,500.00	1,500.00
136	1	unit	Bulletin board, whiteboard, 4'x8', with stand	7,200.00	7,200.00
137	1	unit	Calculator, scientific, 12-digit	475.00	475.00
138	2	unit	Desk tray, metal, 3-layer	475.00	950.00
139	3	unit	Electric fan, stand fan, 18"	1,600.00	4,800.00
140	2	unit	Glue gun, big	150.00	300.00
141	1	unit	Paper cutter, 15"x18"	1,200.00	1,200.00
142	1	unit	Puncher, 3-hole	1,100.00	1,100.00
143	3	pcs	Ruler, 12", metal	40.00	120.00
144	2	pcs	Ruler, 24", metal	230.00	460.00
145	3	pairs	Scissors, 6"	70.00	210.00
146	1	pc	Stamping date, self-inking stamp	375.00	375.00
147	1	pc	Stapler	100.00	100.00
148	1	pc	Stapler, with remover, #35	110.00	110.00
149	1	pc	Tape dispenser, handheld	50.00	50.00
150	1	unit	Wall clock	300.00	300.00
151	2	unit	Bookshelves, open shelves, metal, 5-layer	8,000.00	8,000.00
152	2	unit	Cabinet, filling, lateral, 3-layer	12,000.00	24,000.00
153	1	unit	Chair, executive, leather	10,000.00	10,000.00
154	50	pcs	Chair, Monobloc, without armrest, beige	420.00	21,000.00
155	1	set	Sofa set, 3-seater	14,000.00	14,000.00
156	5	pcs	Extension cord, 4-universal plug with individual switches	1,000.00	5,000.00
157	10	pcs	Albatross, big	48.00	480.00
158	20	pcs	Alcohol, 70% isopropyl, 500MI	73.00	1,460.00
159	5	dozen	Bathroom tissue, coreless, plain	150.00	750.00
160	5	pcs	Bleaching solution, 1L	40.00	200.00
161	50	pcs	Dishwashing Foam	25.00	1,250.00
162	15	btls	Dishwashing liquid, 1000ml	100.00	1,500.00
163	50	pcs	Doormat, cotton	50.00	1,250.00
164	10	pcs	Doormat, rubber	40.00	400.00
165	10	btls	Hand sanitizer, 200MI	100.00	1,000.00
166	5	pcs	Soap, bathroom, 90grams, 1 piece in individual box	24.00	120.00
<b>TOTAL AMOUNT</b>					<b>342,120.10</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 May 30, 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