



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 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 **Eighty-Seven Thousand Three Hundred Sixty-Nine Pesos Only (PhP 87,369.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	2	Packs	Battery, AA, 2's, HD	77.00	154.00
2	5	Pcs	Carbon Film (8.5 x 13) plastron foil, blue	385.00	1,925.00
3	50	Pcs	CD-RW, without case	38.00	1,900.00
4	10	Bxs	Clip, backfold, 32mm, 12's	30.00	300.00
5	10	Bxs	Clip, backfold, 41mm, 12's	55.00	550.00
6	10	Bxs	Clip, bulldog, 23mm, 12's	30.00	300.00
7	10	Bxs	Clip, bulldog, 31mm, 12's	42.00	420.00
8	10	Bxs	Clip, bulldog, 38mm, 12's	50.00	500.00
9	5	Bxs	Pencil #2, 12's/bx	82.50	411.00
10	30	Pcs	Signpen, black, 0.5	68.00	2,040.00
11	10	Pcs	Signpen, blue, 0.5	68.00	680.00
12	100	Pcs	Shoelace	15.00	1,500.00
13	30	Rms	Copy paper, long (8.5" x 13"), 70gsm	220.50	6,615.00
14	100	Rms	Copy paper, A4, 70gsm	180.00	18,000.00
15	20	Pcs	Sticky note pads, yellow, 1.5" x 2"	30.90	618.00
16	20	Pcs	Sticky note pads, yellow, 2" x 3"	60.65	1,213.00
17	20	Pcs	Sticky note pads, yellow, 3" x 5"	108.05	2,161.00
18	100	Pcs	Envelope, expanding, long, green	16.55	1,655.00
19	20	Bxs	Fastener, plastic coated, 50sets per box	55.10	1,102.00
20	100	Pcs	Folder, tagboard, legal size, white	4.40	440.00
21	20	Btls	Epson ink, C13T664100 (T6641), black	290.00	5,800.00
22	20	Btls	Epson ink, C13T664200 (T6642), cyan	325.00	6,500.00
23	20	Btls	Epson ink, C13T664300 (T6643), magenta	325.00	6,500.00
24	20	Btls	Epson ink, C13T664400 (T6644), yellow	325.00	6,500.00
25	50	Btls	Epson ink, 003, black	290.00	14,500.00
26	20	Pcs	Ribbon for LX-310	132.30	2,646.00
27	16	Pcs	Stapler, standard type	140.40	2,246.40
28	3	Pcs	Tape dispenser, table top, heavy duty	64.20	192.60
<b>TOTAL AMOUNT</b>					<b>87,369.00</b>

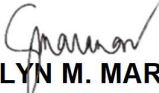
2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
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 May 18, 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