



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 Various Office Supplies and Equipment**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies and Equipment”** with an Approved Budget for the Contract (ABC) of **Fifty-Six Thousand Three Hundred Sixteen and 41/100 Only (Php 56,316.41)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	4	pc	DISHWASHING FOAM	27.56	110.24
2.	1	bottle	DISHWASHING LIQUID, 1000mL	110.25	110.25
3.	1	pack	GARBAGE BAG, XL, transparent, 100's	441.00	441.00
4.	1	gal	ALCOHOL 70% , ethyl gallon	550.00	550.00
5.	1	unit	BULLETIN BOARD, whiteboard, 4'x8'	4,299.75	4,299.75
6.	2	pc	RULER, 12 inches, metal	44.10	88.20
7.	5	pc	STAPLER, HD, with remover, #35	121.28	606.40
8.	1	pc	WALL CLOCK, quartz	330.75	330.75
9.	1	unit	CHAIR, Office, High back, leather	6,615.00	6,615.00
10.	1	pack	BATTERY, dry Cell, size AA	36.30	36.30
11.	1	pack	BATTERY, dry Cell, size AAA	19.73	19.73
12.	50	pc	CORRECTION TAPE, 8m	11.68	584.00
13.	1	box	ENVELOPE, documentary, A4	673.09	673.09
14.	1	box	ENVELOPE, DOCUMENTARY, for legal size document	927.16	927.16
15.	10	pc	SIGN PEN, black	20.26	202.60
16.	10	pc	SIGN PEN, blue	20.26	202.60
17.	10	pc	SIGN PEN, red	20.26	202.60
18.	5	cart	INK CART, EPSON C13T664100 (T6641), Black	249.60	1,248.00
19.	5	cart	INK CART, EPSON C13T664200 (T6642), Cyan	249.60	1,248.00
20.	5	cart	INK CART, EPSON C13T664300 (T6643), Magenta	249.60	1,248.00
21.	5	cart	INK CART, EPSON C13T664400 (T6644), Yellow	249.60	1,248.00
22.	1	can	AIR FRESHENER, aerosol type	90.22	90.22
23.	5	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	86.84	434.20
24.	2	gal	ALCOHOL, ethyl, 68%-72%, 1 Gallon	387.92	775.84
25.	2	unit	CALCULATOR, compact	346.85	693.70
26.	1	unit	EXTERNAL HARD DRIVE, 1 TB	2,598.84	2,598.84
27.	1	unit	FLASH DRIVE, 16 GB	167.44	167.44
28.	10	pc	BALLPEN, black	5.00	50.00
29.	10	pc	BALLPEN, blue	5.00	50.00
30.	10	pc	BALLPEN, red	5.00	50.00
31.	30	pc	CORRUGATED BOX, for legal size documents	71.00	2,130.00
32.	1	pack	LAMINATING FILM, A4, 125 mic	661.50	661.50

33	10	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	390.25	3,902.50
34	10	ream	COLORED BONDPAPER, A4, S20 (70 gsm), yellow	390.25	3,902.50
35	10	ream	COLORED BONDPAPER, A4, S20 (70 gsm), blue	390.25	3,902.50
36	10	ream	COLORED BONDPAPER, A4, S20 (70 gsm), orange	390.25	3,902.50
37	50	ream	COPY PAPER, A4 80gsm	200.00	10,000.00
38	1	pack	STICKER, VINYL, 20's, White	440.00	440.00
39	1,000	pc	Sticker Paper	1.50	1,500.00
40	20	pc	BROWN ENVELOPE, for A4 size document	1.75	35.00
41	20	pc	BROWN ENVELOPE, for Long size document	1.90	38.00
<b>TOTAL AMOUNT</b>					<b>56,316.41</b>

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

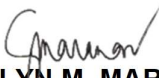
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and 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 11, 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