



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 Supplies, Materials and Equipment for Library**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies, Materials and Equipment for Library”** with an Approved Budget for the Contract (ABC) of **Three Hundred Eighty-Three Thousand Five Hundred Thirty-Five Pesos and 37/100 Only (PhP 383,535.37)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	6	roll	ACETATE, gauge #4, 50m per roll, plastic cover	1,160.00	6,960.00
2	38	pc	BALLPEN, black	5.00	190.00
3	10	pc	BATTERY, AA, 2's, HD	77.00	770.00
4	20	pc	BATTERY, AAA, 2's, HD	77.00	1,540.00
5	60	pc	CABLE TIE	5.00	300.00
6	10	box	CLIP, backfold, 15mm, 12's	13.00	130.00
7	4	box	CLIP, backfold, 32mm, 12's	30.00	120.00
8	6	box	CLIP, backfold, 41mm, 12's	55.00	330.00
9	5	box	CLIP, bulldog, 75mm, 12's	147.00	735.00
10	10	pc	FLOURESCENT MARKER, yellow	39.00	390.00
11	5	bottle	GLUE, multi purpose, 130 g.	71.50	357.50
12	13	pc	GLUE STICK, big	11.00	143.00
13	7	pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	38.50	269.50
14	10	pc	MARKING PEN, permanent, Fine, black	38.50	385.00
15	5	pc	MARKING PEN, permanent, Fine, blue	38.50	192.50
16	5	pc	MARKING PEN, permanent, Fine, red	38.50	192.50
17	2	pc	MARKING PEN, permanent, Superfine, black	49.50	99.00
18	2	pc	MARKING PEN, permanent, Superfine, blue	49.50	99.00
19	2	pc	MARKING PEN, permanent, Superfine, red	49.50	99.00
20	4	box	PENCIL, #2, 12's/bx	88.20	352.80
21	20	pc	RJ45	5.00	100.00
22	7	pc	SIGN PEN, black, 1.0	68.00	476.00
23	5	pc	SIGN PEN, blue, 1.0	68.00	340.00
24	2	pc	SIGN PEN, red, 1.0	68.00	136.00
25	10	roll	TAPE, DOUBLE ADHESIVE, 1"	27.50	275.00
26	2	ream	COLORED BONDPAPER, A4, S24 (80 gsm), green	463.05	926.10
27	2	ream	COLORED BONDPAPER, A4, S24 (80 gsm), yellow	463.05	926.10
28	2	ream	COLORED BONDPAPER, A4, S24 (80 gsm), blue	463.05	926.10
29	1	ream	COLORED BONDPAPER, A4, S24 (80 gsm), orange	463.05	463.05
30	5	ream	COPY PAPER, long (8.5"x13"), 80gsm	264.60	1,323.00
31	50	ream	COPY PAPER, A4 80gsm	200.00	10,000.00
32	5	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	551.25

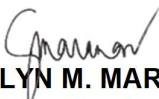
33	5	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	551.25
34	5	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, SHORT	110.25	551.25
35	10	pc	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	309.00
36	3	ream	COPY PAPER, short (8.5"x11"), 80gsm	181.43	544.29
37	60	pack	STICKER PAPER, MATTE, 10pcs./pack, LONG, WHITE	50.00	3,000.00
38	10	pack	Specialty Board Paper, 10's Pack, 220gsm, CREAM, A4	50.00	500.00
39	10	pack	Specialty Board Paper, 10's Pack, 220gsm, WHITE, A4	50.00	500.00
40	1	pc	ARCH FILE, 3-hole, A4, D-type, 1.5", with label (accreditation/ ISO)	275.60	275.60
41	1	pc	ARCH FILE, 3-hole, A4, D-type, 2", with label (accreditation/ ISO)	330.75	330.75
42	1	pc	ARCH FILE, 3-hole, A4, D-type, 3", with label (accreditation/ ISO)	385.80	385.80
43	25	pc	BROWN ENVELOPE, for A4 size document	1.75	43.75
44	263	pc	BROWN ENVELOPE, for Long size document	1.90	499.70
45	7	pc	CLEARBOOK, long, refillable, plastic	49.60	347.20
46	10	pc	ENVELOPE, Plastic, A4	7.75	77.50
47	15	pc	ENVELOPE, Plastic, expanding, long	66.15	992.25
48	5	box	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	275.50
49	200	pc	US FOLDER, A4, white	4.40	880.00
50	14	BOX	INDEX TAB, self adhesive, 5's, TRANSPARENT	70.00	980.00
51	10	pc	Card Case, Legal (8 1/2" x 13")	150.00	1,500.00
52	10	pc	Card Case, Letter (8 1/2" x 11")	130.00	1,300.00
53	3	pc	Arcylic Free-standing T-shape frame, Clear (8"x10")	400.00	1,200.00
54	2	bottle	BROTHER, INK in bottle, BT5000C, cyan	441.00	882.00
55	1	bottle	BROTHER, INK in bottle, BT5000M, magenta	463.05	463.05
56	1	bottle	BROTHER, INK in bottle, BT5000Y, yellow	463.05	463.05
57	1	bottle	BROTHER, INK in bottle, BT6000BK, black	463.05	463.05
58	60	bottle	EPSON INK, BOTTLE, 003, black	290.00	17,400.00
59	48	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	13,920.00
60	48	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	13,920.00
61	48	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	13,920.00
62	3	cart	HP INK CARTRIDGE, Deskjet 2515 (678), black	661.50	1,984.50
63	1	cart	HP INK CARTRIDGE, Deskjet 2515 (678), colored	716.63	716.63
64	1	cart	HP TONER CART, CE310A, Black	4,000.00	4,000.00
65	1	cart	HP TONER CART, CE311A, Cyan	4,000.00	4,000.00
66	1	cart	HP TONER CART, CE312A, Yellow	4,000.00	4,000.00
67	1	cart	HP TONER CART, CE313A, Magenta	4,000.00	4,000.00
68	2	pc	DATE STAMP, ordinary, rubber	150.00	300.00
69	1	pc	Number Stamp, Rubber (5 digits)	300.00	300.00
70	1	unit	PUNCHER, 3-hole, HD	1,212.75	1,212.75
71	3	pc	RULER, 12 inches, plastic	49.61	148.83
72	3	pc	STAPLER, HD, with remover, #35	121.28	363.84
73	1	pc	Calculator	350.00	350.00
74	1	pc	PENCIL SHARPENER, Manual, Desktop	300.00	300.00
75	1	pc	PUNCHER, paper, Heavy duty, with two hole guide	300.00	300.00
76	5	pc	SCISSORS, heavy duty, length: 8 inches	100.00	500.00

77	2	pc	TAPE DISPENSER, table top, Large	150.00	300.00
78	4	set	Rechargable battery AAA	200.00	800.00
79	2	set	Rechargable battery AA	200.00	400.00
80	1	unit	World GLOBE Earth Model 32 CM, Heavy duty	2,000.00	2,000.00
81	3	pc	MOBILE PEDESTAL, 3 layers, WHITE color	4,189.50	12,568.50
82	5	pc	Folding Wooden Display Stand Easel, brown, 14 inches	500.00	2,500.00
83	10	unit	Wooden Book Stand, WOOD, Heavy Duty, adjustable	600.00	6,000.00
84	2	unit	Computer Table	2,000.00	4,000.00
85	3	pc	White Board Marker, BLACK	60.00	180.00
86	2	pc	White Board Marker, BLUE	60.00	120.00
87	2	pc	White Board Marker, RED	60.00	120.00
88	12	box	PAPER CLIP, vinyl or plastic coated, 33mm	25.00	300.00
89	6	box	PAPER CLIP, vinyl/plastic coated, 50mm	40.00	240.00
90	25	pc	Correction Tape	20.00	500.00
91	2	pc	Cutter Knife, Heavy duty, Large	100.00	200.00
92	1	roll	Laminating Film 250 mic (Clear)	2,000.00	2,000.00
93	1	box	Rubber Band, No. 18	300.00	300.00
94	15	bottle	Stamp pad Ink, Purple, 30ml	40.00	600.00
95	4	pc	STAMP PAD, felt, bed dimension: approximately 5.5 X 4 inches size (biggest)	70.00	280.00
96	100	pc	TAPE, transparent, width: 24mm	25.00	2,500.00
97	100	pc	TAPE, Transparent, width: 48mm or 2 inches	70.00	7,000.00
98	10	pc	Paper Tape, 1/2 inch	30.00	300.00
99	2	pc	Double Sided Adhesive Tape Rubber Foam Waterproof Heavy Duty, 20mm (preferably 3M)	550.00	1,100.00
100	9	pc	Photo Paper, matte, 20pcs/pack, 180 gsm, LONG	60.00	540.00
101	2	pc	Record Book	150.00	300.00
102	4	box	COIN ENVELOPE, Brown, size 3 1/8 x 5 1/2 (500pcs/box)	350.00	1,400.00
103	10	pc	Photoframe with Stand (brown or wood color)	200.00	2,000.00
104	3	box	Crayons, 24 colors/box	70.00	210.00
105	3	ream	Bond Paper, Long, 120gsm	400.00	1,200.00
106	10	pc	Staple Wire No. 35 (26/6), preferably MAX	90.00	900.00
107	1	pack	Plastic Key Tag Label, assorted color, 20pcs/pack	150.00	150.00
108	17	roll	Cloth Duct Tape, Green, 1.89 to 2 inches	300.00	5,100.00
109	4	cart	TONER CART, HP 85A, BLACK	4,500.00	18,000.00
110	4	pc	TONER CART, HP 79A, BLACK	4,000.00	16,000.00
111	2	box	TONER Develop Ineo 185	4,000.00	8,000.00
112	1	pc	Toner, Gestetner MP2014 H	4,200.00	4,200.00
113	3	pc	Single Hole Puncher, Metal, Handheld, Pliers style	300.00	900.00
114	70	unit	CD-RW, with slim jewel CLEAR plastic Case	80.00	5,600.00
115	10	set	DOORKNOB, HD	330.75	3,307.50
116	1	pc	FAUCET, 1/2"	257.99	257.99
117	20	roll	TWINE, plastic, one kilo per roll	99.23	1,984.60
118	5	pc	Waterproof sealant (Vulcaseal), 75ml	80.00	400.00
119	2	pack	INTERFOLDED PAPER TOWELS	61.74	123.48
120	250	pc	PAPER CUPS	1.10	275.00
121	200	pc	STIRRER	0.55	110.00
122	2	pack	TABLE NAPKIN	33.08	66.16
123	4	pack	Spoon, plastic, 50pcs per pack, white	200.00	800.00
124	4	pack	Fork, plastic, 50pcs per pack, white	200.00	800.00

125	10	pack	Paper plates, 25pcs per pack	100.00	1,000.00
126	45	pc	ALBATROSS, small	25.36	1,141.20
127	4	pc	BRUSH, plastic	33.08	132.32
128	91	pc	BLEACHING SOLUTION, 1L	44.10	4,013.10
129	4	pc	CLEANING TOWEL, 12's / pack	126.79	507.16
130	15	pc	DETERGENT BAR, 4-in-a-bar	25.36	380.40
131	2	pc	DIPPER	27.56	55.12
132	9	bottle	DISHWASHING LIQUID, 1000mL	110.25	992.25
133	20	pc	DOORMAT, cotton	27.56	551.20
134	4	pc	DOORMAT, rubber	44.10	176.40
135	20	unit	FABRIC CONDITIONER, 500ml	110.25	2,205.00
136	2	pack	GARBAGE BAG, XL, transparent, 100's	441.00	882.00
137	2	pack	GARBAGE BAG, L, transparent, 100's	385.88	771.76
138	4	pack	GARBAGE BAG, small, transparent, 100's	275.63	1,102.52
139	20	bottle	GLASS CLEANER	220.50	4,410.00
140	5	bottle	MURIATIC ACID	49.61	248.05
141	10	pc	SCOTCH BRITE with foam	33.08	330.80
142	15	pc	SCOTCH BRITE, big	49.61	744.15
143	35	pc	Furniture Cleaner, Aerosol, 330ml	300.00	10,500.00
144	5	bundle	Rags, Cotton, Round	60.00	300.00
145	40	pack	Rags, Cotton, Round	150.00	6,000.00
146	5	pc	Dust Pan, Heavy Duty, Plastic, BIG	60.00	300.00
147	2	pc	INSECTICIDE, Aerosol type, 500ml	350.00	700.00
148	1	pack	GARBAGE BAG, XL, YELLOW, 100's	500.00	500.00
149	20	pc	BROOM, soft (TAMBO)	200.00	4,000.00
150	9	pc	BROOM, STICK (TING-TING), usable length: 760mm min	100.00	900.00
151	5	pair	Rubber Gloves for cleaning (HD)	200.00	1,000.00
152	25	bottle	ALCOHOL 70% , ethyl 500ml	105.00	2,625.00
153	3	liter	ALCOHOL 70% , ethyl with pump 1000ml	240.00	720.00
154	15	gal	ANTIBACTERIAL HAND SANITIZER, 70% solution gallon	660.00	9,900.00
155	25	can	DISINFECTANT SPRAY 510g	570.00	14,250.00
156	25	bottle	HAND SOAP, Liquid, 350ml	199.00	4,975.00
157	1	set	Disinfecting Foot Mat with Tray	500.00	500.00
158	3	pc	Plastic container, Clear, 6 liters	250.00	750.00
159	1	pc	HEDGE SHEAR	628.43	628.43
160	2	pc	PRUNING SHEAR	441.00	882.00
161	1	pc	SCYTHE (KARIT PANG NIYOG)	551.25	551.25
162	1	pc	SHARPENING STONE	165.38	165.38
163	1	pc	Shovel (hand-held, heavy duty)	400.00	400.00
164	1	pc	Rake Hand Drag Rake	400.00	400.00
165	2	unit	Smoke Detector Alarm	1,000.00	2,000.00
166	1	pc	CLAW HAMMER	198.45	198.45
167	1	pair	CUTTER PLIERS, HD	165.38	165.38
168	1	unit	Utility Cart, 3 layers, heavy duty, steel	13,000.00	13,000.00
169	1	unit	Tool Box, plastic, HD, 20in.	1,500.00	1,500.00
170	15	pc	Adaptor plug 3 plug, universal	60.00	900.00
171	20	set	3/4 PVC Moulding pref. Poly/Atlanta or any approved brand equivalent	200.00	4,000.00
172	1	unit	Handheld Multi Angle Miter Shear Trim Cutter Cutting Scissor Tool Wood Molding	1,500.00	1,500.00
173	4	unit	Electrical Outlet, Floor mounted steel plug, Pop-up Outlets Round Type Model	2,000.00	8,000.00
174	2	unit	Tape Measure, 8m or longer, heavy duty	662.40	1,324.80
175	3	pc	RUBBER SQUIGEE	165.38	496.14
176	5	set	TORNADO MOP, big	1,433.25	7,166.25

177	3	pc	Trash Can, plastic, with Swing Lid cover, durable (4gal.)	300.00	900.00
178	1	UNIT	Key Box, Metal, Heavy Duty	3,000.00	3,000.00
179	7	bottle	Floor Liquid Polish, NATURAL, 500 ml	200.00	1,400.00
180	4	bottle	WD-40 Smart Straw Multi-Use Product, 12oz or 340g	500.00	2,000.00
181	5	bottle	Compressed Air Can Electronic Duster for Computer	400.00	2,000.00
182	4	can	AIR FRESHENER, aerosol type	112.75	451.00
183	7	bottle	CLEANER, toilet and urinal	71.94	503.58
184	2	pc	MOPHEAD, made of rayon	123.76	247.52
185	5	pack	TOILET TISSUE PAPER	86.84	434.20
186	1	pc	MOPHANDLE, heavy duty, screw type	124.80	124.80
187	2	roll	TAPE, electrical	18.67	37.34
188	1	pc	FIRE EXTINGUISHER, pure HCFC, (green)	5,613.25	5,613.25
<b>TOTAL AMOUNT</b>					<b>383,535.37</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 31, 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