



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, Materials and Equipment for GAD-RC**

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 GAD-RC”** with an Approved Budget for the Contract (ABC) of **Three Hundred Twenty-Nine Thousand One Hundred Thirty Pesos and 35/100 Only (PhP 329,130.35)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	3	box	ACETATE (transparency film) A4	300.00	900.00
2.	6	pc	ARCH FILE, 3-hole, A4, D-type, 1.5", with label (accreditation/ISO)	275.60	1,653.60
3.	6	pc	ARCH FILE, 3-hole, A4, D-type, 2" with label (accreditation/ISO)	330.75	1,984.50
4.	6	pc	ARCH FILE, 3-hole, A4, D-type, 3" with label (accreditation/ISO)	385.80	2,314.80
5.	5	ream	COLORED BOND PAPER, A4, S20 (70 gsm), blue	390.25	1,951.25
6.	5	ream	COLORED BOND PAPER, A4, S20 (70 gsm), orange	390.25	1,951.25
7.	5	ream	COLORED BOND PAPER, A4, S20 (70 gsm), yellow	390.25	1,951.25
8.	5	ream	COLORED BOND PAPER, A4, S20 (70 gsm), green	390.25	1,951.25
9.	50	bottle	EPSON INK BOTTLE, 003, black	290.00	14,500.00
10.	50	bottle	EPSON INK BOTTLE, 003, magenta	290.00	14,500.00
11.	50	bottle	EPSON INK BOTTLE, 003, yellow	290.00	14,500.00
12.	3	bottle	GLUE, multi-purpose, 240 g	132.30	396.90
13.	10	pack	PHOTOPAPER, matte, 20pcs/pack, 180 gsm, A4	110.25	1,102.50
14.	12	pc	SIGN PEN, black, 0.5	68.00	816.00
15.	12	pc	SIGN PEN, blue, 0.5	68.00	816.00
16.	12	pc	SIGN PEN, red, 0.5	68.00	816.00
17.	50	pack	SPECIALTY PAPER, 10's/pack, VELLUM, A4	35.25	1,762.50
18.	50	bottle	EPSON INK BOTTLE, 003, cyan	290.00	14,500.00
19.	1	set	FLAG, Cavite State University, 4x8 with stand	6,500.00	6,500.00
20.	6	pack	GARBAGE BAG, small. Transparent, 100's	275.62	1,653.72
21.	2	pc	PORTABLE VACUUM CLEANER, heavy duty	1,653.75	3,307.51
22.	2	set	TORNADO MOP, big	1,433.25	2,866.50
23.	1	unit	VACUUM CLEANER, heavy duty	14,500.00	14,500.00
24.	20	pc	MAGAZINE FILE, close end, long, red	88.20	1,764.00
25.	1	unit	PAPER SHREDDER, HD, 5 sheets	14,500.00	14,500.00
26.	2	unit	EXTERNAL HARDDRIVE, 2TB	6,615.00	13,230.00
27.	6	unit	FLASH DRIVE, 16GB	363.82	2,182.92
28.	3	unit	UPS	3,197.25	9,591.75
29.	3	unit	All-in-one Printer, Scan, Print, Photocopy	14,999.00	44,997.00
30.	5	unit	Microphone, and Volume Adjuster for Webinar/Computer Internet, wired, ear type, compatible for laptop, desktop and mobile	1,000.00	5,000.00
31.	4	unit	BOOKSHELVES, Open Shelves, metal, 6	11,025.00	44,100.00

			layers, adjustable rack, 36"W x 18"D x72"H		
32.	3	unit	CABINET, Filing, three drawers, steel, plain, light gray, 45.2L x 62 x 103.1cm	6,615.00	19,845.00
33.	1	lot	GAD Resource Center Office Signage <ul style="list-style-type: none"> <li>● Panaflex Signage</li> <li>● 16" x 124"</li> <li>● Angle bag</li> <li>● GI Sheet</li> <li>● LED Light</li> <li>● Aluminum Angle</li> <li>● Printed Laminated Flex with lamination (image)</li> <li>● Design will be provided by the end-user</li> </ul>	14,999.00	14,999.00
34.	6	box	CLIP, backfold, 19mm	8.76	52.56
35.	12	pc	CORRECTION TAPE, 8mm	11.68	140.16
36.	12	pc	MARKER, permanent, black, bullet type	8.98	107.76
37.	12	pc	MARKER, permanent, blue, bullet type	8.98	107.76
38.	12	pc	MARKER, permanent, red, bullet type	8.98	107.76
39.	12	pc	MARKER, white board, black	13.38	160.56
40.	12	pc	MARKER, white board, blue	13.38	160.56
41.	12	pc	MARKER, white board, red	13.38	160.56
42.	12	box	PAPER CLIP, vnyl/plastic coated, 33mm	7.76	93.12
43.	50	ream	PAPER, Multi-purpose, A4, 70 gsm	98.26	4,913.00
44.	12	can	AIR FRESHENER, aerosol type	90.22	1,082.64
45.	12	gal	ALCOHOL, ethyl, 68%-72%, 1 Gallon	387.92	4,655.04
46.	12	bottle	CLEANER, toilet and urinal	41.60	499.20
47.	6	pack	DETERGENT POWDER, all-purpose, 1kg	54.08	324.48
48.	12	can	DISINFECTANT SPRAY, aerosol type	128.96	1,547.52
49.	6	can	FURNITURE CLEANER	120.12	720.72
50.	6	can	INSECTICIDE, aerosol type	139.36	836.16
51.	12	bottle	LIQUID HAND SOAP, 500ml	102.96	1,235.52
52.	12	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	88.84	1,066.08
53.	3	pc	DUST PAN, non-grid plastic	24.83	74.49
54.	6	unit	FIRE EXTINGUISHER, pure HCFC, 10lbs	5,613.25	33,679.50
<b>TOTAL AMOUNT</b>				<b>329,130.35</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 June 29, 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.

*Maranan*

**ROSELYN M. MARANAN**  
BAC Secretary, Goods and Services