



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 Materials for OBS

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies and Materials for OBS”** with an Approved Budget for the Contract (ABC) **Seventy-One Thousand Seven Hundred Twenty-Seven Pesos and 42/100 Only (PhP 71,727.42)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	10	Bxs	Acetate (transparency film) A4	300.00	3,000.00
2	15	Pcs	Ballpen, black	5.00	75.00
3	15	Pcs	Ballpen, blue	5.00	75.00
4	10	Pcs	Battery, AA, 2's, HD	77.00	770.00
5	10	Pcs	Battery, AAA, 2's, HD	77.00	770.00
6	15	Rms	Colored bondpaper, A4, S20 (70gsm) green	390.25	5,853.75
7	12	Btls	Epson ink, 003, black	290.00	3,480.00
8	12	Btls	Epson ink, 003, magenta	290.00	3,480.00
9	12	Btls	Epson ink, 003, yellow	290.00	3,480.00
10	30	Pcs	Folder, plastic, L-type, A4	7.00	210.00
11	30	Pcs	Folder, plastic, L-type, legal	8.25	274.50
12	50	Pcs	Folder, sliding, morocco, green, A4	10.00	500.00
13	10	Packs	Index tab flags, sign here, yellow	187.50	1,875.00
14	10	Packs	Index tab flags, transparent film, arrow shape	38.50	385.00
15	1	Pack	Laminating film, A4, 125mic	661.50	661.50
16	5	Pcs	Marking pen, permanent broad, black	38.50	192.50
17	5	Pcs	Marking pen, permanent broad, blue	38.50	192.50
18	20	Pcs	Morocco paper, 30 x 40, green	46.30	926.00
19	10	Pads	Notepad (2 x 3"), 100's	60.65	606.50
20	10	Pads	Notepad (3 x 3"), 100's	66.15	661.50
21	10	Pads	Notepad (3 x 4"), 100's	104.75	1,047.50
22	4	Packs	Photo paper, glossy, A4, 180gsm, 20's	110.25	441.00
23	4	Packs	Photo paper, matte, A4, 180gsm, 20's	110.25	441.00
24	2	Bundle	Ring binder, 1", plastic, black, 10's	264.60	529.20
25	2	Bundle	Ring binder, 1/2", plastic, black, 10's	93.70	187.40
26	2	Bundle	Ring binder, 2", plastic, black, 10's	452.00	904.00
27	2	Bundle	Ring binder, 3", plastic, black, 10's	661.50	1,323.00
28	2	Bundle	Ring binder, 3/4", plastic, black, 10's	176.40	352.80
29	2	Bundle	Ring binder, 3/8", plastic, black, 10's	77.10	154.20
30	10	Packs	Specialty board, cream, A4, 180gsm, 10's	38.60	386.00
31	10	Packs	Speialty paper, Cream, A4, 10's	35.25	352.50
32	5	Packs	Speialty paper, Cream, long, 10's	35.25	176.25
33	2	Packs	Sticker paper, glossy, long, 10's	38.50	77.00
34	2	Packs	Sticker paper, matte, long, 10's	38.50	77.00
35	5	Pcs	Sticky note pad, yellow, 3 x 5	108.05	540.23
36	5	Pcs	Sticky note pad, 2 x 2, 400's, asstd	171.25	856.25
37	5	Pcs	Sticky note pad, yellow, 1.5 x 2"	30.90	154.50
38	5	Pcs	Sticky note pad, yellow, 2 x 3"	60.65	303.25

39	5	Pcs	Sticky note pad, yellow, 3 x 3"	66.15	330.75
40	5	Pcs	Sticky note pad, yellow, 3 x 4"	93.70	468.50
41	4	Rolls	Tape, double adhesive, 1"	27.50	110.00
42	4	Rolls	Tape, double adhesive, 2"	55.00	220.00
43	94	Rms	Copy paper, A4, 80gsm	200.00	18,800.00
44	12	Btls	Epson ink, 003, cyan	290.00	3,480.00
45	50	Pcs	Folder, sliding, violet, black, A4	10.00	500.00
46	1	Gal	Alcohol, ethyl, 68%-72%, 1 GALLON	387.92	387.92
47	4	Btls	Alcohol, ethyl, 68%-72%, 500ml	66.56	266.24
48	4	Dzn	Bathroom tissue, coreless plain	165.38	661.50
49	5	Pcs	Doormat, cotton	27.56	137.81
50	2	Packs	Garbage bag, L, transparent, 100's	385.88	771.75
51	2	Packs	Garbage bag, XL, transparent, 100's	441.00	882.00
52	4	Btls	Hand Sanitizer, 500ml	280.00	1,120.00
53	10	Btls	Alcohol, 70%, ethyl, 500ml	105.00	1,050.00
54	2	Cans	Disinfectant spray, 510g	570.00	1,140.00
55	2	Uits	Flash drive, 64GB	1,433.25	2,866.50
56	2	Units	Keyboard, wireless	551.25	1,102.50
57	2	Units	Mouse, optical, wireless	468.56	937.13
58	3	Units	Head set	250.00	750.00
TOTAL AMOUNT					71,727.42

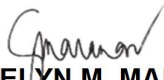
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 28, 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