



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
 Indang, Cavite, Philippines

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 www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Equipment for CSG

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment for CSG”** with an Approved Budget for the Contract (ABC) of **Six Hundred Sixty-Three Thousand Six Hundred Seventy Pesos and 40/100 Only (PhP 663,670.40)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	8	gallon	ALCOHOL, ethyl, 68%-72%, 1 Gallon	387.92	3,103.36
2.	9,800	pc	SURGICAL MASK, 3 ply	1.53	14,994.00
3.	2	pc	THERMOGUN, ABS Display Resolution 0.1°C (0.1°F) Body Temperature Measurement 32.0-43°C Accuracy (+/-) 0.2°C	2,532.40	5,064.80
4.	205	pc	BALLPEN, black	5.00	1,025.00
5.	200	pc	BALLPEN, blue	5.00	1,000.00
6.	80	pc	BALLPEN, green	5.00	400.00
7.	200	pc	BALLPEN, red	5.00	1,000.00
8.	8	pc	BATTERY, AA, 2's, HD	77.00	616.00
9.	8	pc	BATTERY, AAA, 2's, HD	77.00	616.00
10.	4	pc	BATTERY, 9V, HD	170.00	680.00
11.	20	box	CLIP, backfold, 15mm, 12's	13.00	260.00
12.	20	box	CLIP, backfold, 32mm, 12's	30.00	600.00
13.	12	box	CLIP, backfold, 41mm, 12's	55.00	660.00
14.	20	pc	ERASER, dust-free, small	16.00	320.00
15.	20	pc	ERASER, dust-free, big	22.00	440.00
16.	12	pc	ERASER, felt, for white/black boards	26.00	312.00
17.	4	bottle	GLUE, multi-purpose, 1 gallon	661.50	2,646.00
18.	40	pc	GLUE STICK, big	11.00	440.00
19.	60	pc	GLUE STICK, small	5.00	300.00
20.	4	bottle	INK REFILL, permanent marker, black	88.20	352.80
21.	4	bottle	INK REFILL, white boardmarker, black	146.00	584.00
22.	20	pc	MARKING PEN, permanent, Broad, black	38.50	770.00
23.	8	pc	MARKING PEN, permanent, Broad, blue	38.50	308.00
24.	8	pc	MARKING PEN, permanent, Broad, red	38.50	308.00
25.	25	pc	MARKING PEN, permanent, Fine, black	38.50	962.50
26.	8	pc	MARKING PEN, permanent, Fine, blue	38.50	308.00
27.	8	pc	MARKING PEN, permanent, Fine, red	38.50	308.00
28.	4	pc	PENCIL, #2, 12's/bx	88.20	352.80
29.	12	pc	SIGN PEN, black, 1.0	68.00	816.00
30.	12	pc	SIGN PEN, blue, 1.0	68.00	816.00
31.	12	pc	SIGN PEN, red, 1.0	68.00	816.00

32.	10	roll	TAPE, DOUBLE ADHESIVE, 1"	27.50	275.00
33.	8	roll	TAPE, DOUBLE ADHESIVE, 2"	55.00	440.00
34.	8	roll	TAPE, DOUBLE ADHESIVE, 3"	82.70	661.60
35.	9	ream	COPY PAPER, A4 80gsm	200.00	1,800.00
36.	12	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	1,323.00
37.	12	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	1,323.00
38.	20	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	38.60	772.00
39.	20	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, LONG	36.00	720.00
40.	20	pack	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	770.00
41.	20	ream	STICKER PAPER MATTE, 10's/pack, A4	38.50	770.00
42.	9	ream	COPY PAPER, short (8.5"x11"), 80gsm	210.00	1,890.00
43.	20	ream	PAPER, multicopy, A4	280.00	5,600.00
44.	12	ream	PAPER, multicopy, legal	280.00	3,360.00
45.	80	pc	BROWN ENVELOPE, for A4 size document	1.75	140.00
46.	80	pc	BROWN ENVELOPE, for Long size document	1.90	152.00
47.	2	pc	ENVELOPE, Plastic, expanding, long, with handle	77.20	154.40
48.	4	box	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	220.40
49.	12	pc	FILE ORGANIZER, Plastic, expanding, with divider without handle (accordion file), long	132.30	1,587.60
50.	60	pc	US FOLDER, A4, white	4.40	264.00
51.	60	pc	US FOLDER, short, white	4.40	264.00
52.	100	pack	ENVELOPE, for money/cash 25 pcs per pack	20.00	2,000.00
53.	12	bottle	BROTHER, INK in bottle, BT5000C, cyan	441.00	5,292.00
54.	12	bottle	BROTHER, INK in bottle, BT5000M, magenta	463.05	5,556.60
55.	12	bottle	BROTHER, INK in bottle, BT5000Y, yellow	463.05	5,556.60
56.	12	bottle	BROTHER, INK in bottle, BT6000BK, black	463.05	5,556.60
57.	13	bottle	EPSON INK, BOTTLE, 003, black	290.00	3,770.00
58.	13	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	3,770.00
59.	13	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	3,770.00
60.	13	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	3,770.00
61.	20	cap	ALAXAN FR, 200mg/325mg	10.20	203.96
62.	1	box	AMBROXOL TAB, muscovan, 100's 30mg	132.30	132.30
63.	1	box	AMLODIPINE tab, 5mg, 100's	99.94	99.94
64.	1	box	AMMOXICILLIN 500mg, 100's	275.63	275.63
65.	2	bottle	AROMATIC ESSENCE OF AMMONIA, 30ml	34.45	68.91
66.	2	box	BAND AID	181.91	363.83
67.	12	tab	BUSCOPAN TAB, 10mg	31.42	377.06
68.	12	pc	CELESTAMINE, 5.0mg/0.25mg	38.59	463.05
69.	40	tab	KREMIL S	7.72	308.70
70.	40	tab	PHENYLEPRENE HCL + paracetamol tab	2.21	88.20

71.	20	tab	PARACETAMOL, 500mg	5.00	100.00
72.	2,040	box	Ascorbic Acid, 500mg - 20s	50.00	102,000.00
73.	8	pack	COTTON ROLL, 100g	71.66	573.30
74.	4	roll	MICROPORE TAPE, 1"	55.13	220.50
75.	2	box	STERILE GAUZE 50's	212.78	425.57
76.	2	btl	BETADINE Povidone Iodine, 60ml	160.00	320.00
77.	2	btl	J Hydrogen Peroxide Solution, 120ml	40.00	80.00
78.	4	pc	PADLOCK, 50mm	132.30	529.20
79.	4	pc	PADLOCK, 60mm heavy duty	782.78	3,131.12
80.	4	pc	ELECTRICAL TAPE, big	38.59	154.36
81.	100	pc	PAPER CUPS, 8oz.	1.10	110.25
82.	20	pack	TABLE NAPKIN, pre-cut	33.08	661.60
83.	4	dz	BATHROOM TISSUE, Coreless plain	165.38	661.52
84.	4	pc	CLEANING TOWEL, 12's / pack	126.79	507.15
85.	2	pc	DOORMAT, cotton	27.56	55.13
86.	2	pc	DOORMAT, rubber	44.10	88.20
87.	12	pack	GARBAGE BAG, XL, transparent, 100's	441.00	5,292.00
88.	12	bottle	GLASS CLEANER, 500ml	220.50	2,646.00
89.	4	pc	Broom	200.00	800.00
90.	4	pc	Insecticide, Aerosol Type	500.00	2,000.00
91.	2	pc	Dust Pan, large	490.00	980.00
92.	2	bundle	Rags, All cotton, 32 pieces per kilo per bundle	150.00	300.00
93.	2	can	DISINFECTANT SPRAY 510g	570.00	1,140.00
94.	8	bottle	HAND SANITIZER, 500mL	280.00	2,240.00
95.	2	pc	Prop Bag, printed tetron, 1meter length x 1 yard width	1,000.00	2,000.00
96.	5,000	pc	Eco Bag, medium, 30 x 50 x 14	10.00	50,000.00
97.	4	pc	CALCULATOR, SCIENTIFIC, 12 digits	523.69	2,094.75
98.	2	pc	GLUE GUN, small	110.25	220.50
99.	2	pc	GLUE GUN, big	165.38	330.75
100.	1	pc	PAPER CUTTER, 10"x12"	771.75	771.75
101.	8	pc	RULER, 12 inches, plastic	49.61	396.90
102.	8	pc	SCISSOR, 6", HD	77.18	617.40
103.	6	pc	STAPLER, HD	110.25	661.50
104.	1	pc	WALL CLOCK, quartz	330.75	330.75
105.	2	pc	Cutter, Handheld	120.00	240.00
106.	2	pc	EXTERNAL HARDDRIVE, 2TB	6,615.00	13,230.00
107.	1	pc	FLASH DRIVE, 32GB	882.00	882.00
108.	3	pc	FLASH DRIVE, 64GB	1,433.25	4,299.75
109.	1	pc	MOUSE, Optical, WIRELESS	468.56	468.56
110.	1	pc	MOUSE, Optical, USB	350.00	350.00
111.	1	pc	Speaker, 5 inch, 500W, Bluetooth subwoofer, 4ohms, 20-80hz frequency, 12v DV, with FM Radio, with 2 mic input	1,000.00	1,000.00
112.	1	pc	PRINTER, Multifunction, CONTINUOUS INK, all-in-one with WIFI	10,000.00	10,000.00
113.	1	pc	FIRE EXTINGUISHER, DRY	1,800.00	1,800.00
114.	1	pc	TORNADO MOP, big	1,433.25	1,433.25
115.	1	pc	Banduria with Case, 14string instrument with case (langka wood/rose wood)	4,000.00	4,000.00
116.	1	pc	Octavina with Case, 14 string instrument with case langka wood/rose wood)	4,000.00	4,000.00

117.	100	pc	CHAIR, monobloc, without armrest, white	463.05	46,305.00
118.	3	pc	TABLE, FOLDABLE PLASTIC, LONG, 6ft fold-in half table, white	5,000.00	15,000.00
119.	1	pc	CUSTOMIZED WOODEN CABINET, 7ft height x 5ft width, double door, 4 shelves (on the side), 1 drawer (below), ¾ plywood	9,000.00	9,000.00
120.	1	pc	PRINTER, Print, Scan, Copy, Connectivity: Wi-Fi, USB, Wireless Direct Printing Speed Up to 17/16.5 ipm (ISO) Mono/Color Duplex Printing Wi-Fi Direct and Highspeed USB 2.0 Print Resolution up to 1,200 x 6,000 dpi 20-sheet Auto Document Feeder Paper input capacity 150 sheets Multipurpose Tray 80 sheets 1.8" TFT Colour LCD	19,000.00	19,000.00
121.	1	pc	Laptop, Intel Core i7-10750H (6C / 12T, 2.6 / 5.0GHz, 12MB)/NVIDIA GeForce GTX 1660 Ti 6GB GDDR6/1x 8GB SO-DIMM DDR4-2933/512GB SSD M.2 2280 PCIe NVMe/15.6" FHD (1920x1080) IPS 300nits Anti-glare, 144Hz, 100% sRGB, Dolby Vision/Windows 10 Home	65,000.00	65,000.00
122.	1	pc	Camera, 20MP, CMOS Sensor type, 13.2 x 8.8mm sensor size, HD Video Resolution, 5-axis stabilization Image Stabilization	28,200.00	28,200.00
123.	1	pc	Gangsa, 6-8 pcs brass gongs	31,500.00	31,500.00
124.	20	pc	CORRECTION TAPE, 6m	60.00	1,200.00
125.	12	box	STAPLE WIRE, #25	110.00	1,320.00
126.	2	box	RUBBERBAND, FLAT 350 GMS	240.00	480.00
127.	12	book	RECORD BOOK, 500 PAGES	250.00	3,000.00
128.	12	pc	WHITEBOARD MARKER, Black	75.00	900.00
129.	12	pc	WHITEBOARD MARKER, Red	75.00	900.00
130.	12	pc	WHITEBOARD MARKER, Blue	75.00	900.00
131.	2	pc	STAPLE REMOVER, CLAW TYPE	35.00	70.00
132.	17	roll	TAPE, clear/transparent, 24mm	40.00	680.00
133.	8	roll	TAPE, masking, 24mm	40.00	320.00
134.	8	roll	TAPE, packaging, 48mm	60.00	480.00
135.	2	pc	PUNCHER, 2 HOLE HEAVY DUTY	345.00	690.00
136.	8	pc	DATA FILE BOX, magazine file, 15.5x10x4.5	280.00	2,240.00
137.	4,200	pc	ALCOHOL, Ethyl 60ml	25.00	105,000.00
138.	1	pc	4-Tier Stackable File Holder	1,200.00	1,200.00
139.	2	pc	Expanding File Envelope	150.00	300.00
140.	2	pc	A4 Clipboard Folder	350.00	700.00
TOTAL AMOUNT					663,670.40

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 July 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