



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 Office Supplies and Materials for CvSU Cavite City Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for CvSU Cavite City Campus”** with an Approved Budget for the Contract (ABC) of **Two Hundred Twenty-Seven Thousand Two Hundred Fifty-Three Pesos and 60/100 Only (Php 227,253.60)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	24	bottle	GLUE, multi-purpose, 240 g.	90.00	2,160.00
2.	24	pc	MASKING TAPE, 2”	40.00	960.00
3.	24	pc	PAKING TAPE, 2”	125.00	3,000.00
4.	24	pc	SCOTCH TAPE, 2”	40.00	960.00
5.	24	pc	3M Scotch Double Sided Tape White 24mmx10y	92.00	2,208.00
6.	100	pc	BALLPEN, black	5.00	500.00
7.	100	pc	BALLPEN, blue	5.00	500.00
8.	100	pc	CORRECTION TAPE, 10m	67.75	6,775.00
9.	100	pc	HIGHLIGHTER	35.00	3,500.00
10.	100	pc	MARKING PEN, permanent, Broad, black	32.00	3,200.00
11.	100	pc	MARKER WHITEBOARD BLK	32.00	3,200.00
12.	30	box	PENCIL, #1, 12's/bx	68.00	2,040.00
13.	50	pc	SIGN PEN, black, 0.5	20.00	1,000.00
14.	30	bottle	INK REFILL, permanent marker, black	74.00	2,220.00
15.	30	bottle	INK REFILL, white boardmarker, black	117.00	3,510.00
16.	10	pc	DATER	200.00	2,000.00
17.	2	unit	PAPER CUTTER, 15"x18"	1,300.00	2,600.00
18.	30	pc	SCISSORS	15.60	468.00
19.	20	box	PUSH PIN	16.25	325.00
20.	30	pc	STAPLE WIRE #10	21.00	630.00
21.	30	pc	STAPLE WIRE #35	35.00	1,050.00
22.	12	pc	Universal Washbag	600.00	7,200.00
23.	5	pc	Mobile Pedestal, with 3 drawers	5,800.00	29,000.00
24.	100	pc	Sticky Note Sign Here	30.00	3,000.00
25.	50	pack	Photo paper	100.00	5,000.00
26.	50	pc	BROWN ENVELOPE, for A4 size document	1.60	80.00
27.	10	pack	DTR White	100.00	1,000.00
28.	50	pc	FOLDER, TAGBOARD, A4, white	4.00	200.00
29.	50	pc	FOLDER, TAGBOARD, short, white	4.00	200.00
30.	100	pc	Folder, Long Green	40.00	4,000.00
31.	30	pc	BATTERY, AA, 2's, HD	62.00	1,860.00
32.	30	pc	BATTERY, AAA, 2's, HD	62.00	1,860.00
33.	50	pc	MOUSE, USB	425.00	21,250.00
34.	15	pc	CALCULATOR, Scientific	135.20	2,028.00
35.	6	pc	HARD DRIVE, 2TB, USB 3.0	2,000.00	12,000.00

36.	15	pc	FLASH DRIVE, 4GB	276.64	4,149.60
37.	30	pc	STAPLER, HD	100.00	3,000.00
38.	5	pc	MOBILE PEDESTAL, 3 drawers, steel	6,000.00	30,000.00
39.	5	unit	CABINET, Filing, four drawers, steel, plain	10,000.00	50,000.00
40.	2	pack	bond paper (A4)	500.00	1,000.00
41.	1	pack	bond paper (letter)	500.00	500.00
42.	3	pcs	logbooks	150.00	450.00
43.	1	box	paper clips	80.00	80.00
44.	5	pack	paper towel	200.00	1,000.00
45.	1	pcs	pencil sharpener	200.00	200.00
46.	3	pcs	printer ink (Bk T6641)	200.00	600.00
47.	10	pcs	Original HP Ink 680	479.00	4,790.00
TOTAL AMOUNT					227,253.60

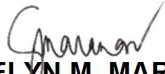
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 October 27, 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