



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](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Equipment**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment”** with an Approved Budget for the Contract (ABC) **Five Hundred Ten Thousand Sixty-Five Pesos and 70/100 Only (PhP 510,065.70)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	7	box	PAPER CLIP, 50mm	17.14	119.98
2.	5	ream	PAPER, multicopy, 80gsm, A4	170.56	852.80
3.	5	roll	TAPE, packaging, width: 48mm (±1mm)	19.97	99.85
4.	5	roll	TAPE, transparent, width: 48mm (±1mm)	19.97	99.85
5.	3	pc	DUST PAN	24.83	74.49
6.	3	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	457.60	1,372.80
7.	5	pair	SCISSORS, symmetrical, blade length: 65 mm, 1 piece	40.56	202.80
8.	7	box	STAPLE WIRE, standard	21.09	147.63
9.	1	piece	STAPLER, standard type	176.80	176.80
10.	1	piece	TAPE DISPENSER, table top	64.20	64.20
11.	24	pc	BALLPEN, black	5.25	126.00
12.	24	pc	BALLPEN, red	5.25	126.00
13.	7	pc	ERASER, dust-free, small	15.75	110.25
14.	1	pc	ERASER, felt, for white/black boards	25.20	25.20
15.	1	bottle	GLUE, multi-purpose, 130 g.	68.25	68.25
16.	3	bottle	INK REFILL, permanent marker, black	84.00	252.00
17.	3	bottle	INK REFILL, white board marker, black	138.60	415.80
18.	3	pc	MARKING PEN, permanent, Fine, black	36.75	110.25
19.	1	box	PENCIL, #2, 12's/bx	84.00	84.00
20.	5	roll	TAPE, DOUBLE ADHESIVE, 1"	26.25	131.25
21.	3	ream	COPY PAPER, short (8.5"x11"), 80gsm	210.00	630.00
22.	7	pc	STICKY NOTE PADS, yellow, 1.5"x2"	29.40	205.80
23.	2	pc	GLASS DOOR	7,500.00	15,000.00
24.	5	pc	WHITE BOARD REFILLABLE MARKER	50.00	250.00
25.	3	pc	KNEADED ERASER	22.75	77.25
26.	1	box	CORK PINS	225.40	225.40
27.	10	pc	ENVELOPE, expanding, long, KRAFT	15.75	157.50
28.	1	pc	FILE ORGANIZER, Plastic, expanding, with divider without handle (accordion file), long	126.00	126.00
29.	109	pack	Envelope, for money/cash, 25 pcs per pack	20.00	2,180.00
30.	3	bottle	BROTHER INK, BT5000C, cyan	420.00	1,260.00
31.	3	bottle	BROTHER INK, BT5000M, magenta	441.00	1,323.00
32.	3	bottle	BROTHER INK, BT6000BK, black	441.00	1,323.00
33.	1	pcs	EXTENSION CORD, 3-universal plug, HD, 3m	420.00	420.00
34.	5	bottle	DISHWASHING LIQUID, 1000mL	105.00	525.00
35.	3	pcs	DOORMAT, cotton	26.25	78.75

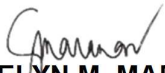
36.	1	pack	GARBAGE BAG, XL, transparent, 100's	420.00	420.00
37.	7	bottle	GLASS CLEANER	210.00	1,470.00
38.	2	pc	MAGAZINE FILE, close end, long, black	84.00	168.00
39.	2	pc	RULER, ordinary	12.60	37.80
40.	2	unit	PRINTER, Multifunction, Print, Scan, Copy, Inkjet Printer, PRINT SPEED 17 (Mono) / 9.5 (Col) ipm FPOT: 6 (Mono) / 9.5 (Col) seconds	10,500.00	21,000.00
41.	4	unit	Phone (4gb ram + 64gb) 5000-6000mhz Battery, 6.5 to 6.82 IPS Display, Android,	8,000.00	32,000.00
42.	1	unit	Aluminium Camera Tripod Accessories Stand with Pan Head, Head Type: 3-way Pan Head, Folded Length: 50cm / 19.7 in, Tripod Max Height: 140cm/ 4.75ft (Black's Height:135cm/170cm 4.43ft / 5.58ft), Load Capacity: 5kg / 11.02Lb	3,000.00	3,000.00
43.	1	unit	GIMBAL Stabilizer for Mirrorless & DSLR Cameras, Product Size: Stored satus: 208.2 x 347.8 x 68.8mm Balanced Satus: 203.3x 372.8 x 147.4mm Max. Tilting Range 230° Max Rolling Range: 306° Max Panning Range 360° Tilt follow speed: 2°/s~°75°/s Pan Follow speed: 3°/s~150°/s Payload Capability 2200g (well balanced) Battery: 2200mAh Weight: About 1078g	13,000.00	13,000.00
44.	1	pcs	TORNADO MOP, small	1,029.00	1,029.00
45.	4	pcs	BROOM	174.75	699.00
46.	1	pc	TRASH BIN	300.00	300.00
47.	1	unit	AIRCON, 2HP, wall mounted, split type, inverter (installation included)	55,000.00	55,000.00
48.	1	unit	Desktop, Ryzen 5 5600G, B450M, Graphics Onboard, DDR4 8GB 3200MHz, 2.5" 240GB SATA SSD, 700Watts PSU, ATX, 21" LED Monitor, USB Keyboard and Optical USB Mouse, 500W 220V AVR, Licensed Windows 11 Home DSP OEI, Licensed Microsoft Office Home and Student 2021	43,000.00	43,000.00
49.	4	unit	Laptop, Intel core i3 or i5 10h gen or higher, 14" Display, intel UHD/Mx/Iris Xe Graphics or equivalent, 4gb ram or higher, 128 gb ssd + 1 tb hdd, Licensed Windows 11 Home, Licensed Microsoft Office Home and Student 2021	36,000.00	144,000.00
50.	2	unit	Laptop, Intel i5 11 <sup>th</sup> Gen, 16GB DDR4 3200MHz, 512GB M.2 NVME PCIe 3.0SSD, NVIDIA GeForce RTX 3050, 15.6" Display, Licensed Windows 11 Home, Licensed Microsoft Office Home and Student 2021	60,000.00	120,000.00
51.	1	unit	DSLR, 24.1megapixel APS-C CMOS Sensor DIGIC 8 image processor, supporting ISO 100 – 25600 (expandable to 51200) 0.39 type, approx. 2.36 million-dot OLED EVF Movie shooting in 4K 23.98p / 25p)	45,000.00	45,000.00
52.	1	pc	Padlock, master lock bike security	1,500.00	1,500.00
<b>TOTAL AMOUNT</b>					<b>510,065.70</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 November 07, 2022.**

Address : Supply Office, Administration Building  
Cavite State University  
Indang, Cavite  
E-mail : [supplyoffice@cvsu.edu.ph](mailto: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