



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) **Sixty Thousand Four Hundred Twenty-Six Pesos Only (PhP 60,426.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	15	Pcs	BALLPEN, black	5.00	75.00
2.	1	Box	CLIP, bulldog, 31mm, 12's	28.00	28.00
3.	6	Pcs	FLOURESCENT MARKER, green	27.00	162.00
4.	20	Pcs	MARKING PEN, permanent, Broad, black	40.75	815.00
5.	15	Pcs	SIGN PEN, black	23.00	345.00
6.	5	Pcs	TAPE, DOUBLE ADHESIVE, 1"	25.00	125.00
7.	5	Pcs	TAPE, DOUBLE ADHESIVE, 2"	48.00	240.00
8.	3	Pcs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	55.00	165.00
9.	5	Pcs	STICKER PAPER MATTE, 10's/pack, A4	35.00	175.00
10.	5	Pcs	STICKY NOTE PADS, yellow, 2"x3"	70.75	353.75
11.	30	Pcs	BROWN ENVELOPE, for A4 size document	4.00	120.00
12.	30	Pcs	FOLDER, TAGBOARD, A4, white	7.00	210.00
13.	20	Pcs	FOLDER, TAGBOARD, Legal size, white	5.50	110.00
14.	25	Pcs	MAGAZINE FILE, close end, long, black	87.00	2,175.00
15.	1	Pcs	WALL CLOCK, quartz	250.00	250.00
16.	3	Box	CUTTER BLADE, for heavy duty cutter	15.00	45.00
17.	30	reams	PAPER, Multi-Purpose (COPY), A4, 70gsm	210.00	6,300.00
18.	30	reams	PAPER, Multi-Purpose (COPY), Long, 81/2x13 70gsm	246.50	7,395.00
19.	1	Unit	CABINET, Filing, four drawers, steel, plain	8,500.00	8,500.00
20.	1	Pcs	CHAIR, Executive, leather 	4,200.00	4,200.00
21.	1	Pc	TABLE, Executive 	22,000.00	22,000.00
22.	20	Pcs	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	85.00	1,700.00
23.	1	Unit	COFFEE MAKER, 10 cups	1,500.00	1,500.00
24.	20	Pcs	ALCOHOL, Ethyl, 68%-70%, scented, 500 ml (-5ml)	100.00	2,000.00

25.	6	packs	TOILET TISSUE PAPER, 2-plys sheets, 150 pulls, 24s	130.00	780.00
26.	5	bundle	ENVELOPE, MAILING, white, 80gsm (-5%) 10s	15.00	75.00
27.	1	pcs	RUBBER STAMP "PAID" with dater	60.25	60.25
28.	10	pcs	MARKER, whiteboard, black, felt tip bullet type	45.50	455.00
29.	2	pcs	STAMP PAD	33.50	67.00
<b>TOTAL AMOUNT</b>					<b>60,426.00</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 December 13, 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