



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

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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies for Infirmary

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for Infirmary”** with an Approved Budget for the Contract (ABC) of **Eighty-Three Thousand Seven Hundred Forty-Eight Pesos and 90/100 Only (PhP 83,748.90)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	2	Bxs	ACETATE (transparency film) A4	300.00	600.00
2.	5	Pcs	BATTERY, AA, 2's, HD	77.00	385.00
3.	10	Pcs	BATTERY, AAA, 2's, HD	77.00	770.00
4.	1	Pc	CARBON FILM (8.5 x 13), plastro foil, blue	385.00	385.00
5.	2	Bxs	CLIP, backfold, 15mm, 12's	13.00	26.00
6.	2	Bxs	CLIP, bulldog, 31mm, 12's	42.00	84.00
7.	2	Bxs	CLIP, bulldog, 51mm, 12's	73.00	146.00
8.	2	Bxs	CLIP, bulldog, 75mm, 12's	147.00	294.00
9.	5	Pcs	ERASER, dust-free, big	22.00	110.00
10.	2	Pcs	ERASER, felt, for white/black boards	26.00	52.00
11.	1	Btl	GLUE, multi-purpose, 473 g.	297.50	297.50
12.	2	Btls	INK REFILL, whiteboard marker, black	146.00	292.00
13.	1	Btl	PADDING CEMENT, red	330.75	330.75
14.	2	Bxs	PENCIL, #2, 12's/bx	88.20	176.40
15.	93	Pcs	PHOTO FRAME, with stand, A4 SIZE	10.00	930.00
16.	19	Cases	PUSH PIN, flat head type, assorted colors, 50 pieces per case	5.00	95.00
17.	10	Rolls	TAPE, DOUBLE ADHESIVE, 1"	27.50	275.00
18.	20	Rolls	TAPE, DOUBLE ADHESIVE, 2"	55.00	1,100.00
19.	5	Rolls	TAPE, DUCT, 2"	171.00	855.00
20.	2	Rolls	TAPE, MAGIC, 1"	251.00	502.00
21.	20	Pcs	SCOTCH TAPE, CLEAR 2" x 100m	55.00	1,100.00
22.	20	Pcs	SCOTCH TAPE, CLEAR 1" x 100m	45.00	900.00
23.	15	Pcs	CORRECTION TAPE	50.00	750.00
24.	25	Rms	COPY PAPER, long (8.5"x13"), 80gsm	264.60	6,615.00
25.	25	Rms	COPY PAPER, A4, 80gsm	200.00	5,000.00
26.	2	Packs	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	220.50
27.	2	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	220.50
28.	5	Packs	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	192.50
29.	5	Packs	STICKER PAPER MATTE, 10's, A4	38.50	192.50
30.	5	Pcs	STICKY NOTE PADS, yellow, 3"x4"	93.70	468.50

31.	5	Pcs	STICKY NOTE PADS, 2" x 2", 400's, assorted	171.25	856.25
32.	50	Pcs	ENVELOPE, expanding, long, KRAFT	16.55	827.50
33.	30	Btls	EPSON INK, BOTTLE, 003, black	290.00	8,700.00
34.	1	Cart	TONER, TK - 5275C	10,000.00	10,000.00
35.	1	Cart	TONER, TK - 5275M	10,000.00	10,000.00
36.	1	Cart	TONER, TK - 5275Y	10,000.00	10,000.00
37.	2	Cart	TONER, TK -5275K	10,000.00	20,000.00
TOTAL AMOUNT					83,748.90

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 January 17, 2023.**

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 Consulting Services