



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 Various Office Supplies, Materials and Equipment for CED

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies, Materials and Equipment for CED”** with an Approved Budget for the Contract (ABC) of **Three Hundred Ninety-Eight Thousand Nine Hundred Fifty-Three Pesos and 69/100 Only (Php 398,953.69)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	10	bundle	ART PAPER, Assorted colors, 12's/pack	11.00	110.00
2	51	pc	BALLPEN, black	5.00	255.00
3	50	pc	BALLPEN, blue	5.00	250.00
4	50	pc	BALLPEN, red	5.00	250.00
5	21	pc	BATTERY, 9V, HD	170.00	3,570.00
6	30	pc	BATTERY, AA, 2's HD	77.00	2,310.00
7	60	pc	BATTERY, AAA, 2's HD	77.00	4,620.00
8	50	pc	BROWN ENVELOPE, for A4 size document	1.75	87.50
9	50	pc	BROWN ENVELOPE, for Long size document	1.90	95.00
10	50	pc	CD-RW, with case	46.00	2,300.00
11	4	box	CLIP, bulldog, 38mm, 12's	50.00	200.00
12	15	ream	COLORED BONDPAPER, A4, S20 (70 gsm), blue	390.25	5,853.75
13	2	ream	COLORED BONDPAPER, A4, S20 (70 gsm), orange	390.25	780.50
14	3	ream	COLORED BONDPAPER, A4, S20 (70 gsm), yellow	390.25	1,170.75
15	4	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	390.25	1,561.00
16	50	pc	ENVELOPE, Plastic, long	10.20	509.91
17	42	bottle	EPSON INK, BOTTLE, 003, black	290.00	12,180.00
18	22	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	6,380.00
19	22	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	6,380.00
20	10	bottle	EPSON RIBBON FOR LX-310	132.30	1,323.00
21	50	pc	FOLDER, sliding, morroco, green, long	10.00	500.00
22	50	pc	FOLDER, sliding, morroco, green, short	10.00	500.00
23	6	pack	LAMINATING FILM, A4, 125 mic	661.50	3,969.00
24	3	pack	LAMINATING FILM, A4, 250 mic	1,323.00	3,969.00
25	5	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	551.25
26	5	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	551.25

27	50	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	38.60	1,930.00
28	50	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	38.60	1,930.00
29	10	pack	SPECIALTY PAPER, 10's/pack, 180gsm, BLUE, A4	35.25	352.50
30	10	pack	SPECIALTY PAPER, 10's/pack, 180gsm, CREAM, A4	35.25	352.50
31	10	pack	SPECIALTY PAPER, 10's/pack, 180gsm, WHITE, A4	35.25	352.50
32	30	pack	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	1,155.00
33	30	pack	STICKER PAPER MATTEY, 10's/pack, A4	38.50	1,155.00
34	4	roll	TAPE, DOUBLE ADHESIVE, 1"	27.50	110.00
35	4	roll	TAPE, DOUBLE ADHESIVE, 2"	55.00	220.00
36	20	box	THUMB TACKS	11.00	220.00
37	22	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	6,380.00
38	1	unit	BULLETIN BOARD, cork board, 3'x5'	1,653.75	1,653.75
39	1	pc	DESK TRAY, METAL, 3 layers	523.69	523.69
40	1	pc	DOCUMENT BOX, board, HD	330.75	330.75
41	1	unit	GLUE GUN, big	165.38	165.38
42	4	unit	PAPER CUTTER, 15x18"	1,323.00	5,292.00
43	2	pc	RULER, 24 inches, metal	253.58	507.15
44	3	pc	SCISSOR 6", HD	77.18	231.53
45	3	pc	STAMPING DATE, self-inking stamp, shiny	413.44	1,240.31
46	5	pc	STAPLER, HD	110.25	551.25
47	5	pc	TAPE DISPENSER, handheld	55.13	275.63
48	4	pc	WALL CLOCK, quartz	330.75	1,323.00
49	4	set	Ink for laserjet printer, W1105A Black, W1106A, W1107A, Original Laser Toner Cartridge	1,000.00	4,000.00
50	1	unit	Laminating Machine	2,334.99	2,334.99
51	5	unit	FLASH DRIVE, 64GB	1,433.25	7,166.25
52	1	unit	PRINTER, Laserjet, Laser Toner cartridge Ink System	11,025.00	11,025.00
53	6	unit	HEAD SET	250.00	1,500.00
54	6	unit	WEB CAMERA	1,600.00	9,600.00
55	6	unit	speaker for desktop computer	724.00	4,344.00
56	1	unit	Printer, Continuous Ink, 3 in 1	13,771.71	13,771.71
57	4	unit	BOOKSHELVES, Open Shelves, metal, 6 layers	11,025.00	44,100.00
58	1	set	TABLE Clerical, 28"x48" with top glass with office chair	9,000.00	9,000.00
59	5	pc	THERMOGUN	2,532.40	12,662.00
60	58	pc	PAPER CUPS	1.10	63.95
61	30	pc	STIRRER	0.55	16.54
62	5	pc	stainless pitcher	250.00	1,250.00
63	15	gal	ALCOHOL, ethyl, 68%-72%, 1 Gallon	387.92	5,818.80
64	10	bottle	ALCOHOL, ethyl, 68%-72%, 500 ml	66.56	665.60
65	20	gal	ALCOHOL 70%, ethy, gallon	550.00	11,000.00
66	10	pc	ALBATROS, big	52.92	529.20
67	15	gal	DISINFECTANT SPRAY 340g	480.00	7,200.00
68	3	pc	DISHWASHING SCOURING PAD,	44.10	132.30

			big		
69	2	pack	SCOURING POWDER, All purpose, 350 grams	25.00	50.00
70	4	pack	GARBAGE BAG, medium, transparent, 100's	330.75	1,323.00
71	1	pack	GARBAGE BAG, XL, transparent, 100's	441.00	441.00
72	1	bottle	GLASS CLEANER	220.50	220.50
73	4	bottle	HAND SANITIZER, 200ml	110.25	441.00
74	12	bottle	HAND SOAP, Liquid, 500ml	249.00	2,988.00
75	60	pc	keychain	5.00	300.00
76	60	set	Curtain panels with rod, 95" x 60", Fabric, cream, 64" metal curtain rod, 1/2"	2,000.00	120,000.00
77	20	set	DOORKNOB, HD	330.75	6,615.00
78	60	pc	LED Bulb, 15watts, Lamp Base E27, 1300 Lumens	149.99	8,999.52
79	2	set	DRILL BITS, for concrete	551.25	1,102.50
80	2	set	DRILL BITS, for metal	551.25	1,102.50
81	1	pc	DRILL, Electric hand drill	7,056.00	7,056.00
82	20	pc	PADLOCK, 60mm heavy duty	782.78	15,655.50
TOTAL AMOUNT					398,953.69

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 Procurement Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of January 23, 2023.**

Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite

E-mail : supplyoffice@cvsu.edu.ph / rfqmain@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