



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

INVITATION TO SUBMIT PROPOSAL
Supply and Delivery of Supplies and Materials for CvSU Trece Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for CvSU Trece Campus”** with an Approved Budget for the Contract (ABC) of **Eighty-Six Thousand Seven Hundred Ninety-Six Pesos and 06/100 Only (PhP 86,796.06)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	reams	COPY PAPER, Original 8.25x11.75 inches - Substance 24, 80gsm	264.60	5,292.00
2.	35	reams	COPY PAPER, A4, 80gsm	200.00	7,000.00
3.	35	bottles	EPSON, 003, Original Ink Bottle, Black	285.71	10,000.00
4.	3000	pc	VALIDATION STICKER	1.50	4,500.00
5.	3	btls	TONER, DEVELOP INEO 185	3,000.00	9,000.00
6.	25	pcs	DOORMAT, cotton, Rectangle, L20 X W12 inches	27.56	689.06
7.	5	bxs	Ballpoint pen, black, Branded 50 pieces per box	129.00	645.00
8.	4	bxs	Ballpoint pen, blue Branded 50 pieces per box	129.00	516.00
9.	10	pc	Yellow Pad, 80 leaves per pack	46.00	460.00
10.	10	pack	Tissue, Bathroom roll, 2-ply, 24 rolls	450.00	4,500.00
11.	5	set	Pastel Highlighter Pen Marker Color Set, 6s	350.00	1,750.00
12.	3	box	Permanent Marker, refillable, 12s	482.00	1,446.00
13.	3	pcs	Ink Refill for Permanent, 30ml	105.00	315.00
14.	6	box	White board Marker, refillable, 12s	480.00	2,880.00
15.	3	pcs	Ink Refill for WhiteBoard Marker, 30ml	150.00	450.00
16.	50	pcs	Correction Tape, 12mm	40.00	2,000.00
17.	6	pcs	Record Book Jr. Size Hard bound 300 pages	94.00	564.00
18.	20	pack	SPECIALTY BOARD, 10's/pack, 180gsm, cream, A4	50.00	1,000.00
19.	20	pack	SPECIALTY BOARD, 10's/pack, 180gsm, velum, A4	50.00	1,000.00
20.	15	pack	Sign Here, Sticky Notes Stylish Film Index PET 5 in 1 Sign Here Arrow Flag, 25.4 mm x 43.2 mm 100sheets	335.00	5,025.00
21.	4	pack	LAMINATING FILM, A4, 250 mic	1,200.00	4,800.00
22.	5	box	Plastic Paper Fasteners 50sets, 8cm	40.00	200.00
23.	3	pc	Stamp Pad, Size: No.1 (97x142mm)	48.00	144.00
24.	3	pc	Stamp Pad. Size No.2 (83x122mm)	40.00	120.00
25.	3	pc	Scissors, 8" HD	80.00	240.00
26.	3	pc	Scissors, 6" HD	100.00	300.00
27.	25	pcs	3-RING BINDER Folder, 3-hole, A4 size, D-type, 2", black with label insert on side and with front and back	370.00	9,250.00

28.	25	pcs	3-RING BINDER Folder, 3-hole, A4 size, D-type, 1", black with label insert on side and with front and back	325.00	8,125.00
29.	5	box	Binder Clip, Fold Back Clip, 41mm (2 inches) 12s	98.00	490.00
30.	5	box	Binder Clip, Fold Back Clip, 41mm (1 5/8 inch) 12s	80.00	400.00
31.	5	box	Binder clip, Fold Back Clip, Meta 19 mm 12s	25.00	125.00
32.	5	box	Binder clip, Multiple colors, Fold Back Clip, Metal Binder Clips (48pcs/canister)	100.00	500.00
33.	12	pc	STAPLER, HD, with remover, #35	120.00	1,440.00
34.	5	pc	TAPE DISPENSER, for 12mm/18mm/24mm Big Roll Tape, 22x9x11cm	150.00	750.00
35.	4	unit	PUNCHER, 2-hole paper puncher, big, metal, HD	220.00	880.00
TOTAL AMOUNT					86,796.06

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 February 07, 2023.**

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

E-mail : procurementoffice@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