



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines
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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Materials for GAD-RC

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for GAD-RC”** with an Approved Budget for the Contract (ABC) **Seventy-One Thousand Three Hundred Eighteen Pesos Only (PhP 71,318.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	100	Pcs	BALLPEN, black	5.00	500.00
2.	100	Pcs	CERTIFICATE HOLDER, A4 SIZE, plastic with board	38.00	3,800.00
3.	50	Btls	EPSON INK, BOTTLE, 003, magenta	290.00	14,500.00
4.	50	Btls	EPSON INK BOTTLE, 003, yellow	290.00	14,500.00
5.	12	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	1,323.00
6.	30	Packs	SPECIALTY PAPER, 10's/pack, WHITE, A4	35.25	1,057.50
7.	50	Pcs	EPSON INK, BOTTLE, 003, cyan	290.00	14,500.00
8.	2	Bxs	ENVELOPE, expanding, kraft, legal	736.40	1,472.80
9.	288	Pcs	MARKER, permanent, black, bullet type	8.96	2,580.48
10.	72	Pcs	MARKER, permanent, blue, bullet type	8.96	645.12
11.	72	Pcs	MARKER, permanent, red, bullet type	8.96	645.12
12.	6	Bxs	PAPER CLIP, vinyl/plastic coated, 33mm	7.76	46.56
13.	50	Rms	PAPER, Multi-Purpose, A4, 70 gsm	98.28	4,914.00
14.	50	Bxs	PENCIL, lead, with eraser STAPLE WIRE, standard	20.79	1,039.50
15.	6	Bxs	TAPE, transparent, 24mm	22.41	134.46
16.	6	Rolls	BINDING AND PUNCHING MACHINE,	10.09	60.54
17.	1	Unit	50mm binding capacit	9,534.72	9,534.72
18.	1	Unit	TAPE DISPENSER, table top	64.20	64.20
TOTAL AMOUNT					71,318.00

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 March 27, 2023**.

Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite
E-mail : procurementoffice@cvsu.edu.ph / rfqmain@cvsu.edu.ph
Telefax : (046) 889-6373

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