



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 and Equipment for University Library

- The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Office Supplies and Equipment for University Library”** with an Approved Budget for the Contract (ABC) of **Two Hundred Sixty-One Thousand Nine Hundred Seventy-Three Pesos and 60/100 Only (PhP 261,973.60)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	500	pc	ACETATE, gauge #4, 50m per roll, plastic cover	1,160.00	13,920.00
2.	10	bottle	BATTERY, AA, 2's, HD	77.00	770.00
3.	4	pc	BATTERY, AAA, 2's, HD	77.00	1,925.00
4.	6	pack	CABLE TIE	5.00	2,500.00
5.	5	pack	CLIP, backfold, 15mm, 12's	13.00	130.00
6.	10	pack	CLIP, backfold, 32mm, 12's	40.00	160.00
7.	5	pc	CLIP, backfold, 41mm, 12's	55.00	330.00
8.	9	pc	CLIP, bulldog, 75mm, 12's	147.00	735.00
9.	10	pc	FLOURESCENT MARKER, yellow	39.00	390.00
10.	1	pc	GLUE, multi-purpose, 130 g.	71.50	357.50
11.	2	pc	GLUE STICK, big	11.00	99.00
12.	10	pc	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	38.50	385.00
13.	5	box	LAMINATING FILM, A4, 250 mic	1,323.00	1,323.00
14.	5	pc	MAP PIN, round head, 100 pieces per case	38.50	77.00
15.	2	pc	MARKING PEN, permanent, Fine, black	38.50	385.00
16.	2	pc	MARKING PEN, permanent, Fine, blue	38.50	192.50
17.	2	pc	MARKING PEN, permanent, Fine, red	38.50	192.50
18.	4	pc	MARKING PEN, permanent, Superfine, black	49.50	99.00
19.	1,000	roll	MARKING PEN, permanent, Superfine, blue	49.50	99.00
20.	300	roll	MARKING PEN, permanent, Superfine, red	49.50	99.00
21.	14	box	PENCIL, #2, 12's/bx	88.20	352.80
22.	10	pc	BALLPEN, black	5.00	5,000.00
23.	2	pc	RJ45	5.00	1,500.00
24.	5	pc	SIGN PEN, black, 1.0	68.00	952.00
25.	3	pc	SIGN PEN, blue, 1.0	68.00	680.00
26.	2	bottle	SIGN PEN, red, 1.0	68.00	136.00
27.	5	pc	TAPE, DOUBLE ADHESIVE, 1"	27.50	137.50
28.	4	pack	TAPE, DOUBLE ADHESIVE, 3"	82.70	248.10
29.	3	pack	THUMB TACKS	11.00	22.00
30.	500	pack	White Board Marker, BLACK	60.00	300.00

31.	10	pc	White Board Marker, BLUE	60.00	240.00
32.	4	pc	White Board Marker, RED	60.00	180.00
33.	10	bottle	Plastic PAPER CLIP, vinyl coated, 33mm, 100 pcs per box	30.00	300.00
34.	4	pc	Plastic PAPER CLIP, vinyl coated, 50mm, 100 pcs per box	45.00	270.00
35.	100	pc	Correction Tape, Long	25.00	625.00
36.	100	pc	Cutter Knife, Heavy duty, Large, Industrial	120.00	120.00
37.	2	pc	Laminating Film Rolls, 250 mic, Clear, 12 inches x 50m or longer	2,100.00	4,200.00
38.	2	pc	Stamp pad Ink, Purple, 30ml	40.00	400.00
39.	10	box	STAMP PAD, felt, bed dimension: approximately 5.5 X 4 inches size (biggest)	70.00	280.00
40.	2	pack	TAPE, Transparent, width: 24mm or 1 inch	26.00	2,600.00
41.	1	pack	TAPE, Transparent, width: 48mm or 2 inches	72.00	7,200.00
42.	1	ream	Double Sided Adhesive Tape Rubber Foam Waterproof Heavy Duty, 20mm (preferably 3M)	500.00	1,000.00
43.	3	ream	Super Strength Molding Tape, double, (preferably 3M)	800.00	1,600.00
44.	1	ream	Staple Wire No. 35 (26/6) (preferably MAX)	95.00	950.00
45.	1	ream	Plastic Key Tag Label, assorted color, 20pcs/pack	150.00	300.00
46.	8	ream	Key Rings, Metal stainless, 50 to 100 pieces per pack	100.00	100.00
47.	50	ream	COLORED BONDPAPER, A4, S24 (80 gsm), green	463.05	463.05
48.	25	pack	COLORED BONDPAPER, A4, S24 (80 gsm), yellow	463.05	1,389.15
49.	10	pack	COLORED BONDPAPER, A4, S24 (80 gsm), blue	463.05	463.05
50.	10	pack	COLORED BONDPAPER, A4, S24 (80 gsm), orange	463.05	463.05
51.	10	pc	COPY PAPER, long (8.5"x13"), 80gsm	264.60	2,116.80
52.	5	ream	COPY PAPER, A4 80gsm	210.00	10,500.00
53.	50	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	2,756.25
54.	10	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, SHORT	110.25	1,102.50
55.	10	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	38.60	386.00
56.	2	box	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	309.00
57.	2	pc	COPY PAPER, short (8.5"x11"), 80gsm	250.00	1,250.00
58.	3	box	STICKER PAPER, GLOSSY, 10pcs per pack, LONG, WHITE	50.00	2,500.00
59.	10	pc	Specialty Board Paper, 10pcs per pack, 220gsm, CREAM, A4	70.00	700.00
60.	5	ream	Specialty Board Paper, 10pcs per pack, 220gsm, WHITE, A4	70.00	700.00
61.	10	bottle	COIN ENVILOPE, Brown, size 3 1/8 x 5 1/2 (500pcs/box)	360.00	720.00
62.	4	pc	Photoframe with Stand (brown or wood color)	200.00	400.00

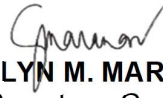
63.	100	pc	Crayons, 24 colors/box	75.00	225.00
64.	100	pc	Paper Tape, width: 1/2 inch	30.00	300.00
65.	2	pc	Copy Paper or Bond Paper, Long (8.5"x13") 120gsm	600.00	3,000.00
66.	1	pc	ARCH FILE, 3-hole, A4, D-type, 1.5", with label (accreditation/ ISO)	275.60	275.60
67.	1	pc	ARCH FILE, 3-hole, A4, D-type, 2", with label (accreditation/ ISO)	330.75	330.75
68.	1	pc	ARCH FILE, 3-hole, A4, D-type, 3", with label (accreditation/ ISO)	385.80	385.80
69.	29	pc	BROWN ENVELOPE, for A4 size document	1.75	50.75
70.	27	pc	BROWN ENVELOPE, for Long size document	1.90	51.30
71.	7	pc	CLEARBOOK, long, refillable, plastic	49.60	347.20
72.	15	pc	ENVELOPE, Plastic, A4	7.75	116.25
73.	15	pc	ENVELOPE, Plastic, expanding, long	66.15	992.25
74.	4	box	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	220.40
75.	20	pc	FOLDER, plastic, L-type, A4	7.00	140.00
76.	20	pc	FOLDER, plastic, L-type, legal	8.25	165.00
77.	46	pc	US FOLDER, A4, white	4.40	202.40
78.	14	box	INDEX TAB, self adhesive, 5's, TRANSPARENT	75.00	1,050.00
79.	3	pc	Card Case, Legal (8 1/2" x 13")	160.00	480.00
80.	3	pc	Card Case, Letter (8 1/2" x 11")	140.00	420.00
81.	5	pc	Acrylic Free-standing T-shape frame, Clear (8"x10")	450.00	2,250.00
82.	10	roll	TWINE, plastic, one kilo per roll	150.00	1,500.00
83.	15	roll	Cloth Duct Tape, color: GREEN, 1.89 to 2 inches	320.00	4,800.00
84.	10	roll	Cloth Duct Tape, color: WHITE, 1.89 to 2 inches	320.00	3,200.00
85.	5	roll	Floor Marking Tape, color: Yellow and Black, 1.89 to 2 inches	400.00	2,000.00
86.	3	pack	Cable Ties, Size: 11 inches, 100 pcs. per pack, color: Clear	400.00	1,200.00
87.	1	cart	HP TONER CART, CE310A, Black	4,100.00	4,100.00
88.	1	cart	HP TONER CART, CE311A, Cyan	4,100.00	4,100.00
89.	1	cart	HP TONER CART, CE312A, Yellow	4,100.00	4,100.00
90.	1	cart	HP TONER CART, CE313A, Magenta	4,100.00	4,100.00
91.	1	cart	HP TONER CART, Q2612A, HP12A Black	4,500.00	4,500.00
92.	2	set	Acrylic Magazine Shelf, Clear, Wall-mounted, installation included	3,200.00	6,400.00
93.	50	set	Folder Long with Plastic Cover, color white	40.00	2,000.00
94.	1	bottle	BROTHER, INK in bottle, BT5000C, cyan	441.00	441.00
95.	1	bottle	BROTHER, INK in bottle, BT5000M, magenta	463.05	463.05
96.	1	bottle	BROTHER, INK in bottle, BT5000Y, yellow	463.05	463.05
97.	1	bottle	BROTHER, INK in bottle, BT6000BK, black	463.05	463.05
98.	55	bottle	EPSON INK, BOTTLE, 003, black	290.00	15,950.00
99.	40	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	11,600.00
100.	40	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	11,600.00
101.	40	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	11,600.00

102.	3	cart	HP TONER CART, HP CE285A (HP85A), Black	4,100.00	12,300.00
103.	3	cart	HP Toner Cart, HP79A (CF279A), Black	3,800.00	11,400.00
104.	1	box	Toner, Gestetner MP2014 H	5,100.00	5,100.00
105.	1	box	TONER Develop Ineo 185	8,700.00	8,700.00
106.	11	pc	MAGAZINE FILE, close end, long, navy blue	90.00	990.00
107.	2	pc	RULER, 12 inches, plastic	50.00	100.00
108.	3	pc	STAPLER, HD, with remover, #35	130.00	390.00
109.	1	pc	DATE STAMP, ordinary, rubber	150.00	150.00
110.	1	pc	Number Stamp, Rubber (5 digits)	300.00	300.00
111.	5	set	Tray Desk Organizer, 3 Layers, Heavy Duty, color: White or Beige, removable structure, Plastic tray	700.00	3,500.00
112.	3	pc	Plastic storage, Box (rectangular), Clear, 6-8 liters, with handle and lock	300.00	900.00
113.	1	pc	PUNCHER, 3-hole, heavy-duty, adjustable holes, punches up to 30 sheets, sturdy metal handle, removable chip tray, color: Black	2,000.00	2,000.00
114.	2	pc	PUNCHER, paper, Heavy duty, with two hole guide	320.00	640.00
115.	1	pc	Calculator, big display, color: black, preferably Casio	400.00	400.00
116.	1	pc	PENCIL SHARPENER, Manual, Desktop, heavy duty	350.00	350.00
117.	5	pc	SCISSORS, heavy duty, length: 8 inches	110.00	550.00
118.	3	pc	TAPE DISPENSER, table top, Large	200.00	600.00
119.	16	set	Rechargeable battery AAA	200.00	3,200.00
120.	2	set	Rechargeable battery AA	200.00	400.00
121.	1	set	World GLOBE Earth Model 32 CM, Heavy duty, Big	2,100.00	2,100.00
122.	5	pc	Folding Wooden Display Stand Easel, brown, 14 inches	500.00	2,500.00
123.	24	pc	Wooden Book Stand, Heavy Duty, adjustable	610.00	14,640.00
124.	2	pc	Single Hole Puncher, Metal, Handheld, Pliers style	300.00	600.00
125.	1	pc	MOBILE PEDESTAL, 3 layers, WHITE color, with lock and keys	4,500.00	4,500.00
TOTAL AMOUNT					261,973.60

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 8, 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