



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, Materials and Equipment for Procurement Office

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies, Materials and Equipment for Procurement Office”** with an Approved Budget for the Contract (ABC) **Fifty-Seven Thousand Six Hundred Eighty Pesos and 68/100 Only (Php 57,680.68)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	3	box	ACETATE (transparency film) A4	350.00	1,050.00
2.	15	pc	BATTERY, AA, 2's, HD	77.00	1,155.00
3.	15	pc	BATTERY, AAA, 2's, HD	77.00	1,155.00
4.	2	pack	LAMINATING FILM, A4, 125 mic	661.50	1,323.00
5.	10	pc	SIGN PEN, blue, 0.5	68.00	680.00
6.	50	pc	SHOELACE	15.00	750.00
7.	1	pack	BATTERY, RECHARGEABLE, AA	1,500.00	1,500.00
8.	5	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	551.25
9.	10	pack	STICKER PAPER MATTE, 10's/pack, A4	38.50	385.00
10.	10	pc	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	309.00
11.	10	pc	STICKY NOTE PADS, yellow, 2"x3"	60.65	606.50
12.	10	pc	STICKY NOTE PADS, yellow, 3"x3"	66.15	661.50
13.	3	box	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	165.30
14.	2	box	FOLDER, Pressboard, plain 50's, long, green	523.50	1,047.00
15.	100	pc	FOLDER, TAGBOARD, Legal size, white	4.40	440.00
16.	5	bottle	EPSON INK, C13T6664100 (T6641), Black	290.00	1,450.00
17.	4	bottle	EPSON INK, C13T664200 (T6642), Cyan	325.00	1,300.00
18.	4	bottle	EPSON INK, C13T664300 (T6643), Magenta	325.00	1,300.00
19.	4	bottle	EPSON INK, C13T664400 (T6644), Yellow	325.00	1,300.00
20.	14	bottle	EPSON INK, BOTTLE, 003, black	290.00	4,060.00
21.	10	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	2,900.00
22.	10	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	2,900.00
23.	10	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	2,900.00
24.	3	pc	TONER, GESTETNER M2701	3,000.00	9,000.00
25.	1	pc	EXTENSION CORD, 3-universal plug, HD, 6m	937.13	937.13
26.	2	pc	EXTENSION CORD, 4-universal plug, HD with individual switches	1,102.50	2,205.00
27.	42	pc	MAGAZINE FILE, close end, long, navy blue	90.00	3,780.00
28.	3	pc	SCISSOR, 6", HD	90.00	270.00

29.	6	pc	STAPLER with remover No. 35, HD	200.00	1,200.00
30.	1	unit	LAMINATING MACHINE, HD	5,000.00	5,000.00
31.	1	unit	BARCODE SCANNER, handheld with holder, wired, Decode Capability: 1D Scan Technology: Laser	3,000.00	3,000.00
32.	3	pc	EARPHONE, with noise-cancelling microphone, wired	800.00	2,400.00
TOTAL AMOUNT					57,680.68

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 April 05, 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