



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

☎ (046) 4150-010 / 📠 (046) 4150-0013 loc 203

www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Equipment for CCJ

- The Cavite State University (CvSU) invites interested firms/suppliers to submit quotation for the project “**Supply and Delivery of Office Supplies and Equipment for CCJ**” with an Approved Budget for the Contract (ABC) of **Eighty-Three Thousand Two Hundred Fifty Pesos 72/100 Only (PhP 131,880.72)**. 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	Pcs	ARCH FILE, 3-hole, A4, D-type, 1.5", with label	275.60	5,512.00
2.	20	Pcs	ARCH FILE, 3-hole, A4, D-type, 2", with label	330.75	6,615.00
3.	20	Pcs	ARCH FILE, 3-hole, A4, D-type, 3", with label	385.80	7,716.00
4.	20	Pcs	BAG, kraft, 10x5x10, plain	44.00	880.00
5.	15	Pcs	BAG, kraft, 12x6x12, plain	55.00	825.00
6.	6	Bottle	BROTHER, INK in bottle, BT5000C, cyan	441.00	2,646.00
7.	6	Bottle	BROTHER, INK in bottle, BT5000M, magenta	463.05	2,778.30
8.	6	Bottle	BROTHER, INK in bottle, BT5000Y, yellow	463.05	2,778.30
9.	6	Bottle	BROTHER, INK in bottle, BT6000BK, black	463.05	2,778.30
10.	2	Ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	390.25	780.50
11.	8	Bottle	EPSON INK, C13T664200 (T6642), Cyan	325.00	2,600.00
12.	8	Bottle	EPSON INK, C13T664300 (T6643), Magenta	325.00	2,600.00
13.	8	Bottle	EPSON INK, C13T664400 (T6644), Yellow	325.00	2,600.00
14.	15	Bottle	EPSON INK, C13T664100 (T6641), Black	290.00	4,350.00
15.	1	Pc	FLAG, Cavite State University, 4 x 8	7,000.00	7,000.00
16.	10	Bottle	INK REFILL, white boardmarker, black	146.00	1,460.00
17.	50	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	38.60	1,930.00
18.	10	Packs	SPECIALTY PAPER, 10's/pack, CREAM, A4	35.25	352.50
19.	15	Packs	SPECIALTY PAPER, 10's/pack, WHITE, A4	35.25	528.75
20.	10	Packs	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	385.00
21.	10	Packs	STICKER PAPER MATTE, 10's/pack, A4	38.50	385.00
22.	10	Pcs	STICKY NOTE PAD, yellow, 3 x 5	108.05	1,080.45
23.	10	Pcs	STICKY NOTE PADS, yellow, 3"x3"	66.15	661.50
24.	10	Rolls	TAPE, DOUBLE ADHESIVE, 1"	27.50	275.00
25.	10	Rolls	TAPE, DOUBLE ADHESIVE, 3"	82.70	827.00
26.	2	Bundle	TIME CARD, for Bundy Clock, 100/ bundle	99.25	198.50
27.	20	Packs	BATTERY, dry Cell, size AA	36.30	726.00

28.	15	Box	CLIP, backfold, 25mm	15.22	228.30
29.	10	Box	CLIP, backfold, 50mm	54.60	546.00
30.	20	Pcs	CORRECTION TAPE, 8m	11.68	233.60
31.	20	Pcs	DATA FILE BOX	77.20	1,544.00
32.	20	packs	FOLDER, L-type, A4	171.43	3,428.60
33.	80	Pcs	MARKER, whiteboard, black	13.38	1,070.40
34.	15	Box	PAPER CLIP, vinyl/plastic coated, 33mm	7.76	116.40
35.	15	Box	PAPER CLIP, vinyl/plastic coated, 50mm	13.78	206.70
36.	70	Ream	PAPER, Multi-Purpose, A4, 70 gsm	98.26	6,878.20
37.	60	Pcs	SIGN PEN, black	20.26	1,215.60
38.	60	Pcs	SIGN PEN, blue	20.26	1,215.60
39.	20	Box	STAPLE WIRE, heavy duty, binder type, 23/13	19.76	395.20
40.	10	Rolls	TAPE, MASKING, 48mm	106.60	1,066.00
41.	1	Unit	DIGITAL VOICE RECORDER, <ul style="list-style-type: none"> ● 4GB internal memory ● expendable to 32GB with micro-SDS-microphone system records distant or quiet sounds clearly ● Focus and Wide-Stereo recording captures the voice you want to hear ● Auto voice recording reduces background noise ● Built-in USB connector makes transferring files easy 	6,415.54	6,415.54
42.	150	Pcs	MONOBLOC CHAIR, white	301.60	45,240.00
43.	4	Pcs	PENCIL SHARPENER, manual, single cutter head	202.87	811.48
TOTAL AMOUNT					131,880.72

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 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