



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 Office Supplies and Materials for CvSU Imus Campus

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 CvSU Imus Campus”** with an Approved Budget for the Contract (ABC) of **Fifty-Four Thousand Eight Hundred Eighty-Five Pesos and 27/100 Only (PhP 54,885.27)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	12	Packs	BATTERY, dry Cell, size AA	36.30	435.60
2.	12	Packs	BATTERY, dry Cell, size AAA	19.75	237.00
3.	1	Bx	CARBON FILM, A4	24.00	24.00
4.	12	Pcs	CLEARBOOK, A4	37.04	444.48
5.	24	Pcs	CLEARBOOK, legal	38.41	921.84
6.	12	Bxs	CLIP, backfold, 19mm	8.76	105.12
7.	12	Bxs	CLIP, backfold, 25mm	15.22	182.64
8.	12	Bxs	CLIP, backfold, 32mm	22.36	268.32
9.	12	Bxs	CLIP, backfold, 50mm	54.60	655.20
10.	12	Pcs	CORRECTION TAPE, 8m	11.68	140.16
11.	12	Bxs	ENVELOPE, expanding, kraft, legal	738.40	8,860.80
12.	12	Jars	GLUE, all purpose	71.50	858.00
13.	24	Pcs	MAGAZINE FILE BOX, large	41.60	998.40
14.	24	Sets	MARKER, fluorescent	36.66	879.84
15.	24	Pcs	MARKER, permanent, black, bullet type	8.98	215.52
16.	24	Pcs	MARKER, permanent, blue, bullet type	8.98	215.52
17.	24	Pcs	MARKER, permanent, red, bullet type	8.98	215.52
18.	12	Pads	PAD PAPER, ruled, size: 216mm x 330mm (± 2mm)	8.98	107.76
19.	24	Bxs	PAPER CLIP, vinyl/plastic coated, 33mm	7.76	186.24
20.	24	Bxs	PAPER CLIP, vinyl/plastic coated, 50mm	13.76	330.24
21.	250	Rms	PAPER, Multi-Purpose, A4, 70 gsm	98.00	24,500.00
22.	50	Rms	PAPER, multi-purpose, legal, 70gsm	118.46	5,923.00
23.	12	Bxs	PENCIL, lead, with eraser	101.92	1,223.04
24.	12	Pcs	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	70.72	848.64
25.	12	Pcs	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	101.00	1,212.00
26.	1	Bundle	RING BINDER, plastic, 32mm	239.79	239.79
27.	24	Pcs	SIGN PEN, black	20.26	486.24
28.	24	Pcs	SIGN PEN, blue	20.26	486.24
29.	12	Pcs	SIGN PEN, red	20.26	486.24
30.	12	Pcs	STAMP PAD, felt	34.95	419.40
31.	24	Bxs	STAPLE WIRE, standard	19.76	474.24
32.	24	Rolls	TAPE, masking, 24mm	22.41	537.84
33.	24	Rolls	TAPE, packaging, 48mm	54.60	1,310.40
34.	24	Rolls	TAPE, transparent, 24mm	19.00	456.00
TOTAL AMOUNT					54,885.27

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 8:00 AM of April 13, 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