



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

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[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT PROPOSAL**  
**Supply and Delivery of Office Supplies and Equipment**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment”** with an Approved Budget for the Contract (ABC) of **Two Hundred Ten Thousand Three Hundred Forty-Five Pesos and 10/100 Only (PhP 210,345.10)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	5	roll	Acetate, gauge#2.6 50m per roll (plastic cover)	775.00	3,875.00
2.	50	pcs	Arch FILE, 3-hole, a4, D-type, 2" with label	330.75	16,537.50
3.	4	ream	Colored Bond paper, A4, S24 (80gsm) green	463.05	1,852.20
4.	4	ream	Colored Bond paper, A4, S24 (80gsm) yellow	463.05	1,852.20
5.	5	bundle	Daily Time Record, Form 48, White (50 bundle)	99.00	495.00
6.	5	pcs	Glue, multi-purpose, 40g	52.00	260.00
7.	5	pack	Photo paper, glossy, 20pcs/pack, 180gsm, A4	110.25	551.25
8.	28	pack	Specialty Board, 10's/pack, 180gsm, cream, A4	38.60	1,080.80
9.	10	box	Staple Wire, HD 23/17 for heavy duty	49.50	495.00
10.	20	pc	Sticky note pads, yellow, 2x3	60.65	1,213.00
11.	20	pc	Sticky note pads, yellow, 3x3	66.15	1,323.00
12.	20	pc	Sticky note pads, yellow, 3x4	93.70	1,874.00
13.	10	roll	Tape Double Adhesive, 1"	27.50	275.00
14.	10	roll	Tape Double Adhesive, 2"	55.00	550.00
15.	5	roll	Tape Duct, 3"	231.50	1,157.50
16.	35	pc	US Folder, A4, White	4.40	154.00
17.	20	pc	US Folder, short, White	4.40	88.00
18.	5	pc	Electrical Tape, big	38.59	192.95
19.	5	pc	Electrical Tape, small	99.00	495.00
20.	5	pc	Extension Cord, 3-universal plug, HD, 3m	441.00	2,205.00
21.	10	pc	Bulb Fluorescent, 36 watts	385.88	3,858.80
22.	5	pc	Detergent bar, 4-in-a bar	25.36	126.80
23.	10	pc	Dipper	27.56	275.60
24.	10	pc	Dishwashing foam	27.56	275.60
25.	10	bottle	Dishwashing liquid, 1000ml	110.25	1,102.50
26.	20	pc	Doormat, cotton	27.56	551.20
27.	20	pc	Doormat, rubber	44.10	882.00
28.	5	unit	Electric Fan, Orbit 18"	1,984.50	9,922.50
29.	12	unit	Electric Fan. Wall fan 16"	1,460.81	17,529.72

30.	7	pc	Wall clock, quarts	330.75	2,315.25
31.	8	unit	Printer, Multifunction, with continuous ink	8,000.00	64,000.00
32.	5	pc	Extension cord 3-universal plug, HD, 6m	937.13	4,685.65
33.	20	pack	Garbage bag, L, transparent, 100's	385.88	7,717.60
34.	10	pack	Garbage bag, XL, transparent, 100's	441.00	4,410.00
35.	5	bottle	Glass cleaner	220.50	1,102.50
36.	20	pc	Padlock, 50mm	132.30	2,646.00
37.	5	pc	Scouring pad with foam	33.08	165.40
38.	5	pc	Scouring pad, big	49.61	248.05
39.	50	gal	Disinfectant spray 340g	480.00	24,000.00
40.	5	set	Tornado mop, big	1,433.25	7,166.25
41.	3	unit	Water dispenser, hot and cold	6,174.00	18,522.00
42.	6	pc	Dating and stamping machine, HD	385.88	2,315.28
<b>TOTAL AMOUNT</b>					<b>210,345.10</b>


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 June 5, 2023.**

Address : Procurement Office, Administration Building,  
Cavite State University  
Indang, Cavite

E-mail : [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto: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