



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

**INVITATION TO SUBMIT PROPOSAL**  
**Supply and Delivery of Office Supplies and Materials for CCJ**

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 CCJ”** with an Approved Budget for the Contract (ABC) of **Three Hundred Fifteen Thousand Eight Hundred Eighty-Six Pesos and 05/100 Only (PhP 315,886.05)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	142	Rms	PAPER, MULTIPURPOSE, A4, 70GSM	70.00	9,940.00
2.	40	Pcs	ARCH FILE, 3-hole, A4, D-type, 1.5", with label	275.60	11,024.00
3.	40	Pcs	ARCH FILE, 3-hole, A4, D-type, 2", with label	330.75	13,230.00
4.	40	Pcs	ARCH FILE, 3-hole, A4, D-type, 3", with label	385.80	15,432.00
5.	20	Pcs	Bag (for Accreditation)	440.00	8,800.00
6.	40	Pcs	BAG, kraft, 10x5x10, plain	44.00	1,760.00
7.	40	Pcs	BAG, kraft, 12x6x12, plain	55.00	2,200.00
8.	10	pcs	BATTERY, 9V, HD	170.00	1,700.00
9.	9	Btls	BROTHER, INK in bottle, BT5000C, cyan	441.00	3,969.00
10.	9	Btls	BROTHER, INK in bottle, BT5000M, magenta	463.05	4,167.45
11.	9	Btls	BROTHER, INK in bottle, BT5000Y, yellow	463.05	4,167.45
12.	18	Btls	BROTHER, INK in bottle, BT6000BK, black	463.05	8,334.90
13.	10	Pcs	CABLE, DVI	275.00	2,750.00
14.	20	Pcs	CABLE, HDMI, 3m	780.00	15,600.00
15.	10	Pcs	CABLE, VGA, 3m	550.00	5,500.00
16.	30	Mtrs	CABLE/TELEPHONE WIRE	22.00	660.00
17.	1	Pc	CARBON FILM (8.5 x 13), plastro foil, blue	385.00	385.00
18.	1	Pc	CARBON FILM, 8.5"x11", 100 sheets per box	375.00	375.00
19.	10	Packs	CATALOG CARD, 3" x 5", 100's, index card	22.00	220.00
20.	10	Pcs	CD-RW, with case	46.00	460.00
21.	30	Pcs	CERTIFICATE HOLDER, 8.5 x11", clear plastic	28.00	840.00
22.	30	Pcs	CERTIFICATE HOLDER, A4 SIZE", plastic with board	38.00	1,140.00
23.	50	Pcs	CERTIFICATE HOLDER, A4, with board	42.00	2,100.00
24.	2	Rms	COLORED BOND PAPER, A4, S24 (80 gsm), green	463.05	926.10
25.	2	Rms	COLORED BOND PAPER, A4, S24 (80 gsm), yellow	463.05	926.10
26.	20	Pcs	CORRUGATED BOX, for A4 size documents	60.00	1,200.00

27.	20	Pcs	CORRUGATED BOX, for legal size documents	71.00	1,420.00
28.	8	Bundles	DAILY TIME RECORD, Form 48, White (50's bundle)	99.00	792.00
29.	10	Pcs	DVI to VGA Converter	520.00	5,200.00
30.	100	Pcs	ENVELOPE, expanding, A4, GREEN	13.75	1,375.00
31.	100	Pcs	ENVELOPE, expanding, A4, KRAFT	13.75	1,375.00
32.	100	pcs	ENVELOPE, expanding, A4, YELLOW	13.75	1,375.00
33.	32	Btls	EPSON INK , C13T664200 (T6642) , Cyan	325.00	10,400.00
34.	32	Btls	EPSON INK , C13T664300 (T6643) , Magenta	325.00	10,400.00
35.	32	Btls	EPSON INK , C13T664400 (T6644) , Yellow	325.00	10,400.00
36.	60	Btls	EPSON INK , C13T6664100 (T6641) , Black	290.00	17,400.00
37.	48	Btls	EPSON INK, BOTTLE, 003, black	290.00	13,920.00
38.	48	Btls	EPSON INK, BOTTLE, 003, magenta	290.00	13,920.00
39.	48	Btls	EPSON INK, BOTTLE, 003, yellow	290.00	13,920.00
40.	48	Btls	EPSON INK, BOTTLE, 003, cyan	290.00	13,920.00
41.	20	Pcs	ERASER, dust-free, big	22.00	440.00
42.	2	Bxs	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	110.20
43.	20	Pcs	FILE ORGANIZER, Plastic, expanding, with divider, A4	99.25	1,985.00
44.	50	Pcs	GLUE STICK, big	11.00	550.00
45.	50	Pcs	GLUE STICK, small	5.00	250.00
46.	20	Pcs	ILLUSTRATION BOARD, 30"x40"	55.00	1,100.00
47.	1	Pack	INDEX CARD, 3"x5", 500 pieces per pack	113.50	113.50
48.	1	Pack	INDEX CARD, 5"x8", 500 pieces per pack	192.90	192.90
49.	5	Packs	INDEX TAB FLAGS, SIGN HERE, yellow	187.50	937.50
50.	10	Packs	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	38.50	385.00
51.	20	Packs	INDEX TAB, self adhesive, 5's, assorted colors	71.60	1,432.00
52.	20	Btls	INK REFILL, white boardmarker, black	148.00	2,960.00
53.	10	Packs	LAMINATING FILM, A4, 125 mic	661.50	6,615.00
54.	10	Packs	LAMINATING FILM, A4, 250 mic	1,323.00	13,230.00
55.	10	Pcs	MOROCCO PAPER, 30x40, Green	46.30	463.00
56.	10	Pcs	MOROCCO PAPER, 30x40, Yellow	46.30	463.00
57.	20	Pads	NOTE PAD, (2"x3"), 100 sheets per pad	60.65	1,213.00
58.	20	Pads	NOTE PAD, (3"x4"), 100 sheets per pad	104.75	2,095.00
59.	10	Rms	PARCHMENT PAPER, A4, Subs 20	280.00	2,800.00
60.	20	Packs	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	2,205.00
61.	20	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	2,205.00
62.	50	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	38.60	1,930.00
63.	50	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	38.60	1,930.00
64.	50	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	38.60	1,930.00
65.	40	Packs	STAPLE WIRE, HD, 23/17, for heavy duty staplers, metal, non-rust	49.50	1,980.00

66.	40	Packs	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	1,540.00
67.	40	Packs	STICKER PAPER MATTE, 10's/pack, A4	38.50	1,540.00
68.	10	Packs	STICKER, VINYL, 20's, White	440.00	4,400.00
69.	10	Pads	STICKY NOTE PAD, yellow, 3 x 5	108.05	1,080.45
70.	10	Pads	STICKY NOTE PADS, 2" x 2", 400's, asstd	171.2	1,712.50
71.	10	Pads	STICKY NOTE PADS, yellow, 3"x3"	66.15	661.50
72.	20	Rolls	TAPE, DOUBLE ADHESIVE, 1"	27.50	550.00
73.	20	Rolls	TAPE, DOUBLE ADHESIVE, 2"	55.00	1,100.00
74.	20	Rolls	TAPE, DOUBLE ADHESIVE, 3"	82.70	1,654.00
75.	20	Rolls	TAPE, DUCT, 2"	171.00	3,420.00
76.	20	Rolls	TAPE, DUCT, 3"	231.50	4,630.00
77.	40	rolls	TAPE, MAGIC, 1"	251.00	10,040.00
78.	20	Bxs	THUMBTACKS	11.00	220.00
79.	2	bundle	TIME CARD, for Bundy Clock, 100 pieces bundle	99.25	198.50
<b>TOTAL AMOUNT</b>					<b>315,886.05</b>

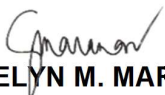
2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
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 May 25, 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