



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 CEIT**

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 CEIT”** with an Approved Budget for the Contract (ABC) of **One Hundred Twenty-Three Thousand Seven Hundred Fifty-Three Pesos Only (PhP 123,753.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	1	Roll	ACETATE, gauge #4, 50m per roll, plastic cover	1,160.00	1,160.00
2.	5	Bxs	ACETATE (transparency film) A4	350.00	1,750.00
3.	50	Pcs	BALLPEN, black	5.00	250.00
4.	25	Pcs	BALLPEN, blue	5.00	125.00
5.	25	Pcs	BALLPEN, red	5.00	125.00
6.	5	Pcs	BATTERY, AA, 2's, HD	77.00	385.00
7.	5	Pcs	BATTERY, AAA, 2's, HD	77.00	385.00
8.	10	Pcs	CERTIFICATE HOLDER, A4, with board	42.00	420.00
9.	5	Bxs	CLIP, backfold, 15mm, 12's	13.00	65.00
10.	5	Bxs	CLIP, backfold, 32mm, 12's	40.00	200.00
11.	5	Bxs	CLIP, backfold, 41mm, 12's	55.00	275.00
12.	10	Pcs	MARKING PEN, permanent, Broad, black	38.50	385.00
13.	10	Pcs	MARKING PEN, permanent, Fine, black	38.50	385.00
14.	10	Pcs	SIGN PEN, black, 0.5	68.00	680.00
15.	10	Pcs	SIGN PEN, blue, 0.5	68.00	680.00
16.	30	Rolls	TAPE, DOUBLE ADHESIVE, 1"	27.50	825.00
17.	20	Rolls	TAPE, DOUBLE ADHESIVE, 2"	55.00	1,100.00
18.	2	Rolls	TAPE, MAGIC, 1"	251.00	502.00
19.	5	Rms	COLORED BONDPAPER, A4, S24 (80 gsm), orange	463.05	2,315.25
20.	400	Rms	COPY PAPER, A4, 80gsm	210.00	84,000.00
21.	1	Rm	PARCHMENT PAPER, A4, Subs 20	280.00	280.00
22.	3	Packs	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	330.75
23.	3	Packs	STICKER PAPER MATTE, 10's/pack, A4	38.50	115.50
24.	10	Pads	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	309.00
25.	10	Pads	STICKY NOTE PADS, yellow, 2"x3"	60.65	606.50
26.	10	Pads	STICKY NOTE PADS, yellow, 3"x3"	66.15	661.50
27.	10	Pads	STICKY NOTE PADS, yellow, 3"x4"	93.70	937.00
28.	10	Pads	STICKY NOTE PAD, yellow, 3 x 5	108.05	1,080.50
29.	50	Btls	EPSON INK, BOTTLE, 003, black	290.00	14,500.00
30.	10	Btls	EPSON INK, BOTTLE, 003, magenta	290.00	2,900.00
31.	10	Btls	EPSON INK, BOTTLE, 003, yellow	290.00	2,900.00
32.	10	Btls	EPSON INK, BOTTLE, 003, cyan	290.00	2,900.00
33.	20	Pcs	FOLDER, Pressboard, plain, A4, green	11.00	220.00
<b>TOTAL AMOUNT</b>					<b>123,753.00</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