



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 Trece Martires City 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 Trece Martires City Campus”** with an Approved Budget for the Contract (ABC) of **Eighty-Seven Thousand Two Hundred Sixteen Pesos and 28/100 Only (PhP 87,216.28)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	15	pc	CORRECTION TAPE, 8m	11.68	175.20
2.	141	pc	MARKER, whiteboard, black	13.38	1,886.58
3.	12	pc	PUNCHER, paper, heavy duty	150.80	1,809.60
4.	200	pc	BALLPEN, black	5.00	1,000.00
5.	200	pc	BALLPEN, blue	5.00	1,000.00
6.	10	box	CLIP, backfold, 15mm, 12's	13.00	130.00
7.	10	box	CLIP, backfold, 32mm, 12's	40.00	400.00
8.	20	box	CLIP, backfold, 41mm, 12's	55.00	1,100.00
9.	25	pc	ERASER, felt, for white/black boards	26.00	650.00
10.	10	pc	GLUE STICK, big	11.00	110.00
11.	50	pc	GLUE STICK, small	5.00	250.00
12.	50	pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	38.50	1,925.00
13.	50	pack	INDEX TAB FLAGS, SIGN HERE, yellow	187.50	9,375.00
14.	10	bottle	INK REFILL, permanent marker, black and Blue	88.20	882.00
15.	10	bottle	INK REFILL, white boardmarker, black	146.00	1,460.00
16.	2	pack	LAMINATING FILM, A4, 250 mic	1,323.00	2,646.00
17.	6	box	PENCIL, #2, 12's/bx	88.20	529.20
18.	100	pc	SIGN PEN, black, 1.0	68.00	6,800.00
19.	100	pc	SIGN PEN, blue, 1.0	68.00	6,800.00
20.	6	bottle	STAMP INK, Self-inking stamp refill, blue	130.00	780.00
21.	12	box	STAPLE WIRE, #35	50.00	600.00
22.	30	pack	20mm x 10mm Blank Thermal Printer Waterproof Self-adhesive Barcode Label Sticker (1Roll=1000pcs)	280.00	8,400.00
23.	25	pack	PHOTO STICKER PAPER	95.00	2,375.00
24.	12	pc	CUTTER, office use, metal body	40.00	480.00
25.	10	roll	Tape, paper tape, 1/2"	20.00	200.00
26.	100	ream	COPY PAPER, A4 80gsm	210.00	21,000.00
27.	10	pack	Photo Sticker paper, Glossy, A4	150.00	1,500.00
28.	12	box	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	661.20

29.	70	pc	FOLDER, Pressboard, plain, A4, green	18.45	1,291.50
30.	50	pc	3-HOLE RING BINDER, A4, HARD BOUND, BLUE, 3inches	220.00	11,000.00
TOTAL AMOUNT					87,216.28

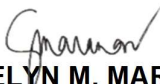
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 16, 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