



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 Tanza 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 Tanza Campus”** with an Approved Budget for the Contract (ABC) of **One Hundred Eighty Thousand Two Hundred Sixty-One Pesos and 15/100 Only (Php 180,261.15)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	2	Rolls	ACETATE, gauge #2.6, 50m per roll (plastic cover)	775.00	1,550.00
2.	50	Pcs	BALLPEN, black	5.00	250.00
3.	50	Pcs	BALLPEN, blue	5.00	250.00
4.	5	Pcs	BATTERY, AA, 2's, HD	77.00	385.00
5.	5	Pcs	BATTERY, AAA, 2's, HD	77.00	385.00
6.	1,000	Pcs	CABLE TIE, nylon, 150mm	5.00	5,000.00
7.	2	Pcs	CABLE, UTP, 10m	7,500.00	15,000.00
8.	20	Meters	CABLE/TELEPHONE WIRE, 8 core 24AWG	22.00	440.00
9.	5	Pcs	ERASER, felt, for white/black boards	26.00	130.00
10.	5	Pcs	FLOURESCENT MARKER, green	39.00	195.00
11.	2	Pcs	GLUE STICK, adhesive, 9g	11.00	22.00
12.	2	Btls	GLUE, multi purpose, 130 g.	71.50	143.00
13.	1	Btl	GLUE, multi-purpose, 1 gallon	661.50	661.50
14.	600	Pcs	ID LACE, plain, purple, width 1", height 20"	11.00	6,600.00
15.	2	Btls	INK REFILL, permanent marker, black	88.20	176.40
16.	5	Btls	INK REFILL, white boardmarker, black	146.00	730.00
17.	2	Packs	LAMINATING FILM, A4, 125 mic	661.50	1,323.00
18.	10	Pcs	MARKING PEN, permanent, Broad, black	38.50	385.00
19.	10	Pcs	MARKING PEN, permanent, Fine, black	38.50	385.00
20.	10	Bxs	PENCIL, #2, 12's/bx	88.20	882.00
21.	20	Pcs	SIGN PEN, black, 1.0	68.00	1,360.00
22.	20	Pcs	SIGN PEN, blue, 1.0	68.00	1,360.00
23.	2	Btls	STAMP PAD INK, black	70.00	140.00
24.	10	Bxs	STAPLE WIRE, Std, No.25	32.00	320.00
25.	20	Rolls	TAPE, DOUBLE ADHESIVE, 2"	55.00	1,100.00
26.	2	Rolls	TAPE, DUCT, 2"	171.00	342.00
27.	5	Bxs	THUMB TACKS	11.00	55.00
28.	20	Pcs	CABLE, HDMI to HDMI, 10m	800.00	16,000.00
29.	20	Pcs	CABLE, HDMI to VGA, 10m	700.00	14,000.00
30.	4	Pcs	CABLE, HDMI to HDMI, 20m	1,000.00	4,000.00
31.	4	Bxs	CABLE, UTP Cat5e box	8,500.00	34,000.00
32.	4	Bxs	CABLE, UTP Cat6 box	8,500.00	34,000.00
33.	5	Rms	COLORED BOND PAPER, A4, S20 (70 gsm), assorted colors	390.25	1,951.25

34.	2	Pads	NOTE PAD, (3"x3"), 100 sheets per pad	66.15	132.30
35.	3	Rms	PARCHMENT PAPER, A4, Subs 20	280.00	840.00
36.	5	Packs	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	551.25
37.	10	Packs	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	385.00
38.	5	Pcs	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	154.50
39.	5	Bxs	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	275.50
40.	5	Sets	FILE GUIDE, A4, five (5) colors per set	16.50	82.50
41.	5	Pcs	FILE ORGANIZER, Plastic, expanding, with divider without handle (accordion file), long	132.30	661.50
42.	5	Pcs	FILE ORGANIZER, Plastic, expanding, with divider, A4	99.25	496.25
43.	100	Pcs	FOLDER, Pressboard, plain, A4, green	11.00	1,100.00
44.	100	Pcs	FOLDER, Pressboard, plain, long, green	11.00	1,100.00
45.	20	Pcs	INDEX TAB, self adhesive, 5's, assorted colors	71.60	1,432.00
46.	40	Btls	EPSON INK, BOTTLE, 003, black	290.00	11,600.00
47.	20	Btls	EPSON INK, BOTTLE, 003, magenta	290.00	5,800.00
48.	20	Btls	EPSON INK, BOTTLE, 003, yellow	290.00	5,800.00
49.	4	Pcs	EPSON RIBBON FOR LX-310	132.30	529.20
50.	20	Btls	EPSON INK, BOTTLE, 003, cyan	290.00	5,800.00
TOTAL AMOUNT					180,261.15

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 30, 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