



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 QUOTATION**  
**Supply and Delivery of Various 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 Various Supplies and Materials for CEIT”** with an Approved Budget for the Contract (ABC) of **Sixty-Five Thousand Two Hundred Thirty-Six Pesos and 87/100 Only (Php 65,236.87)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	10	pc	Correction Tape, 8m	11.68	116.80
2.	10	pc	Eraser, plastic/rubber	4.37	43.70
3.	1	pack	Folder, with tab, a4	279.00	279.00
4.	1	pack	Folder, with tab, legal	321.36	321.36
5.	5	box	Paper Clip, vinyl/plastic coated, 33mm	7.76	38.80
6.	5	box	Paper Clip, vinyl/plastic coated, 50mm	13.78	68.90
7.	20	roll	Tape, Masking, 24mm	54.60	1,092.00
8.	5	roll	Tape, Masking, 48mm	106.60	533.00
9.	5	roll	Tape, packaging, 48mm	22.36	111.80
10.	10	roll	Tape, transparent, 24mm	10.09	100.90
11.	10	roll	Tape, electrical	18.67	186.70
12.	5	roll	Tape, Double Adhesive, 2"	55.00	275.00
13.	5	roll	Tape, Duct, 3"	231.50	1,157.50
14.	2	pair	Scissors, symmetrical	40.56	81.12
15.	1	unit	Tape dispenser, table top	64.20	64.20
16.	7	pc	Battery, AA, 2's HD	77.00	539.00
17.	20	pc	Brown Envelope, for a4 size documents	1.75	35.00
18.	10	pc	Brown Envelope, for long size documents	1.90	19.00
19.	20	bottle	Epson Ink, bottle, 003, black	290.00	5,800.00
20.	5	bottle	Epson Ink, bottle, 003, magenta	290.00	1,450.00
21.	5	bottle	Epson Ink, bottle, 003, yellow	290.00	1,450.00
22.	5	bottle	Epson Ink, bottle, 003, cyan	290.00	1,450.00
23.	1	box	Folder, pressboard, plain 50's, long, green	523.50	523.50
24.	10	pack	Index tab flags, Sign Here, yellow	187.50	1,875.00
25.	5	pack	Index tab flags, Transparent film, arrow shape, assorted colors	38.50	192.50
26.	1	pack	Laminating Film, a4, 125mic	661.50	661.50
27.	10	pc	Morocco Paper, 30x40, Orange	46.30	463.00
28.	1	pack	Photo Paper, glossy, 20pcs/pack, 180gsm, a4	110.25	110.25
29.	10	pc	Sign pen, black, 0.5	68.00	680.00
30.	60	ream	Copy paper, a4, 80gsm	210.00	12,600.00
31.	10	roll	Rubber tape, Self-fusing, Electrical Insulation Cable Slicing and terminating, 0.8mm x 19mm x 8m	150.00	1,500.00
32.	2	pc	Desk Tray, Metal, 3layers	550.00	1,100.00

33.	1	pc	Received Stamp with By and Date	300.00	300.00
34.	2	pc	Broom, soft tambo	136.24	272.48
35.	4	kg	Detergent powder, all-purpose, 1kg	54.08	216.32
36.	10	bundle	Rags, all cotton	53.82	538.20
37.	5	pack	Toilet Tissue, 2-ply	86.84	434.20
38.	3	pack	Trashbag, black, 940mm x 1016mm	134.68	404.04
39.	3	pc	Dust Pan, non-grip, plastic	24.83	74.49
40.	4	unit	Fire Extinguisher, pure HCFC	5,613.25	22,453.00
41.	5	gal	Alcohol, ethyl, 68-72%, 1 Gallon. With aloe vera	387.92	1,939.60
42.	5	can	Disinfectant Spray 510g	570.00	2,850.00
43.	2	pcs	Heavy duty cutter 18mm	60.00	120.00
44.	1	box	Spare cutter blade 18mm	215.01	215.01
45.	5	pack	Cable tie	100.00	500.00
<b>TOTAL AMOUNT</b>					<b>65,236.87</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 15, 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