



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

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**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Various Supplies and Materials for OBS**

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 OBS”** with an Approved Budget for the Contract (ABC) of **Fifty-Seven Thousand Five Hundred Twenty Pesos and 74/100 Only (PhP 57,520.75)**. 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	BALLPEN, black	5.00	75.00
2.	15	pc	BALLPEN, blue	5.00	75.00
3.	10	pc	BATTERY, AA, 2's, HD	77.00	770.00
4.	10	pc	BATTERY, AAA, 2's, HD	77.00	770.00
5.	10	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	390.25	3,902.50
6.	10	bottle	EPSON INK, BOTTLE, 003, black	290.00	2,900.00
7.	10	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	2,900.00
8.	10	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	2,900.00
9.	2	pc	FLOURESCENT MARKER, blue	39.00	78.00
10.	2	pc	FLOURESCENT MARKER, green	39.00	78.00
11.	2	pc	FLOURESCENT MARKER, orange	39.00	78.00
12.	2	pc	FLOURESCENT MARKER, pink	39.00	78.00
13.	2	pc	FLOURESCENT MARKER, yellow	39.00	78.00
14.	100	pc	FOLDER, plastic, L-type, A4	7.00	700.00
15.	50	pc	FOLDER, plastic, L-type, legal	8.25	412.50
16.	100	pc	FOLDER, sliding, morroco, green, A4	10.00	1,000.00
17.	10	pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	38.50	385.00
18.	1	pack	LAMINATING FILM, A4, 125 mic	661.50	661.50
19.	10	pc	MARKING PEN, permanent, Broad, black	38.50	385.00
20.	10	pc	MARKING PEN, permanent, Broad, blue	38.50	385.00
21.	10	pc	MOROCCO PAPER, 30x40, Blue	46.30	463.00
22.	5	pad	NOTE PAD, (2"x3"), 100 sheets per pad	60.65	303.25
23.	5	pad	NOTE PAD, (3"x3"), 100 sheets per pad	66.15	330.75
24.	5	pad	NOTE PAD, (3"x4"), 100 sheets per pad	104.75	523.75
25.	3	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	330.75
26.	3	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	330.75
27.	3	bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	264.60	793.80
28.	2	bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	93.70	187.40
29.	3	bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	452.00	1,356.00
30.	3	bundle	RING BINDER, 3", plastic, 10pcs/bundle, black	661.50	1,984.50
31.	2	bundle	RING BINDER, 3/4", plastic, 10pcs/bundle, black	176.40	352.80

32.	2	bundle	RING BINDER, 3/8", plastic, 10pcs/bundle, black	77.10	154.20
33.	10	pc	SIGN PEN, black, 0.5	68.00	680.00
34.	10	pc	SIGN PEN, blue, 0.5	68.00	680.00
35.	10	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	38.60	386.00
36.	2	box	STAPLE WIRE, Std, No.25	32.00	64.00
37.	2	pack	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	77.00
38.	2	pack	STICKER PAPER MATTE, 10's/pack, A4	38.50	77.00
39.	4	pc	STICKY NOTE PAD, yellow, 3 x 5	108.05	432.18
40.	4	pc	STICKY NOTE PADS, 2" x 2", 400's, asstd	171.25	685.00
41.	4	pc	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	123.60
42.	4	pc	STICKY NOTE PADS, yellow, 2"x3"	60.65	242.60
43.	4	pc	STICKY NOTE PADS, yellow, 3"x3"	66.15	264.60
44.	4	pc	STICKY NOTE PADS, yellow, 3"x4"	93.70	374.80
45.	88	ream	COPY PAPER, A4, 80gsm	210.00	18,480.00
46.	10	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	2,900.00
47.	2	Pcs	TAPE DISPENSER, handheld	160.00	320.00
48.	4	dz	BATHROOM TISSUE, Coreless plain	165.38	661.50
49.	3	pc	DOORMAT, cotton	27.56	82.69
50.	1	pack	GARBAGE BAG, L, transparent, 100's	385.88	385.88
51.	1	pack	GARBAGE BAG, XL, transparent, 100's	441.00	441.00
52.	5	liter	ALCOHOL 70%, ethyl, 1000ml	220.00	1,100.00
53.	1	gal	ALCOHOL 70%, ethyl, gallon	550.00	550.00
54.	3	can	DISINFECTANT SPRAY 510g	570.00	1,710.00
55.	1	Pc	TORNADO MOP, small	1,080.45	1,080.45
<b>TOTAL AMOUNT</b>					<b>57,520.75</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 22, 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