



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
 Indang, Cavite, Philippines
 ☎ (046) 889-6373
www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies for College of Nursing

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for College of Nursing”** with an Approved Budget for the Contract (ABC) of **One Hundred Sixty-Three Thousand Fifty-Eight Pesos and 23/100 Only (PhP 163,058.23)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	6	ream	Colored Bondpaper, A4, S20 (70gsm) green	390.25	2,341.50
2.	20	pcs	ERSON RIBBON FOR LX-310	132.30	2,646.00
3.	10	pack	Photo Paper, glossy, 20pcs/pack, 180gsm, A4	110.25	1,102.50
4.	40	pack	Specialty Paper, 10's/pack, Cream, 180gsm, A4	38.80	1,552.00
5.	40	pack	Specialty Paper, 10's/pack, Cream, A4	35.25	1,410.00
6.	10	pc	Sticky Note PAD, yellow, 3"x5"	108.05	1,080.45
7.	10	pc	Sticky Note PAD, 2"x2" 400s, assorted	171.25	1,712.50
8.	10	pc	Sticky Note PAD, yellow, 1.5"x2"	30.90	309.00
9.	10	pc	Sticky Note PAD, yellow, 2"x3"	60.05	600.50
10.	10	pc	Sticky Note PAD, yellow, 3"x3"	66.15	661.50
11.	10	pc	Sticky Note PAD, yellow, 3"x4"	93.70	937.00
12.	6	pc	HP17A Laser Jet Toner CF217A	2,450.00	14,700.00
13.	12	pc	HP19A CF219A Black Original Toner Drum	4,348.00	52,176.00
14.	20	pack	Battery, dry cell size AA	36.30	726.00
15.	20	pack	Battery, dry cell, size D	96.20	1,924.00
16.	20	pack	Cartolina, assorted colors	83.72	1,674.40
17.	40	pc	Correction Tape 8m	11.68	467.20
18.	2	box	Envelope, documentary, A4	673.09	1,346.18
19.	1	box	Envelope, documentary, Legal size	927.16	927.16
20.	2	pack	Folder L-Type, A4	171.43	342.86
21.	1	pack	Folder L-Type, Legal	243.24	243.24
22.	1	pack	Folder with tab. A4	279.00	279.00
23.	1	pack	Folder with tab. Legal	321.36	321.36
24.	100	cart	Ink Cart Epson C13T664100(T6641), Black	249.60	24,960.00
25.	40	cart	Ink Cart Epson C13T664100(T6642), Cyan	249.60	9,984.00
26.	40	cart	Ink Cart Epson C13T664100(T6643), Magenta	249.60	9,984.00
27.	40	cart	Ink Cart Epson C13T664100(T6644), Yellow	249.60	9,984.00
28.	30	pc	Marker, whiteboard, black	13.38	401.40
29.	6	Pcs	Toner Cartridge, HP CF217A (HP17A),Black Laser Jet	3,044.08	18,264.48

	TOTAL AMOUNT	163,058.23
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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 August 7, 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