



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 Various Supplies and Materials for Accounting Office

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 Accounting Office”** with an Approved Budget for the Contract (ABC) of **Eighty-Two Thousand Two Hundred Eighty-Eight Pesos Only (PhP 82,288.00)**. 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	pc	Writing Clipboard A4 (Plastic)	75.00	150.00
2.	5	pack	A4 photopaper Wove (240gsm,10sheets)	250.00	1,250.00
3.	6	pc	Mesh Tray 3.5L Mg-521, Black (for documents) (see attached picture)	100.00	600.00
4.	2	bottle	Self-Inking Stamp -Ink Only (black), 28ml	200.00	400.00
5.	5	pc	Tray Organizer Stationery drawer storage separation storage box desktop office desk built-in pen storage (black) (see attached picture)	200.00	1,000.00
6.	1	unit	Wooden Book Holder (see attached picture)	300.00	300.00
7.	1	unit	Heavy duty Stapler binding (240 sheets) (see attached picture)	300.00	300.00
8.	1	unit	64GB Digital Voice Recorder, Voice Activated Voice Recorder Built-in Speaker with MP3 Player, Noise Cancelling, K9 (see attached picture)	1,500.00	1,500.00
9.	2	unit	USB Port (USB/Type-C/2in1 to 4 USB Hub Expander Ultra-Thin Mini Portable 4-Port USB 3.0 Hub USB Power Interface) (see attached picture)	150.00	300.00
10.	2	unit	Sd Card Reader (2 In 1 Tf USB All In One Type C USB 2.0 OTG Memory Card Adapter For Pc Laptop) (see attached picture)	300.00	600.00
11.	2	unit	VGA to HDMI-Compatible Adapter VGA Splitter with 3.5mm Audio Converter Support Dual Display for PC Projector HDTV Multi-port (see attached picture)	600.00	1,200.00
12.	2	unit	2.4G & 5G Wireless Network Card Adapter WIFI Adapter 650Mbps USB WIFI Internet Adapter For Pc Computer USB WIFI Adapter USB Ethernet WIFI (see attached picture)	1,000.00	2,000.00
13.	8	pc	Journal Notebook, 120 sheets, various colors (see attached picture)	100.00	800.00

14.	2	pc	Transparent Cover Spring Notebook with Garter (A4), 80 sheets	100.00	200.00
15.	10	can	Air Freshener, aerosol type	250.00	2,500.00
16.	80	reams	Copy Paper, A4 80gsm	210.00	16,800.00
17.	2	box	Paper clip, vinyl/plastic coated, 50mm	13.78	27.56
18.	12	roll	Tape, Transparent, 24mm	10.09	121.08
19.	12	pcs	Marker, whiteboard, black	13.38	160.56
20.	12	pcs	Marking pen, permanent, Fine Black	38.50	462.00
21.	10	pcs	Eraser, felt for white/black boards	26.00	260.00
22.	1	unit	Paper cutter, 15"x18"	1,462.98	1,462.98
23.	10	pack	Calling card Paper matte 250Gsm A4	150.00	1,500.00
24.	47	pcs	Sign Pen, Black 0.7	68.00	3,196.00
25.	100	pcs	FOLDER, sliding morroco, blue, short	10.00	1,000.00
26.	25	pcs	ARCH FILE, 2hole, landscape, legal (blue)	331.00	8,275.00
27.	4	pack	Tissue, interfolded paper towel	35.00	140.00
28.	10	pcs	DVD-RW, with case	56.00	560.00
29.	2	pcs	Mega Utility Box 155L	800.00	1,600.00
30.	2	pcs	Safeguard Liquid Soap, 225ml	150.00	300.00
31.	10	pcs	Safeguard Liquid Soap, Refill 420ml	150.00	1,500.00
32.	3	pcs	Individual Switch Extension cord 6-gang, 1.75m	700.00	2,100.00
33.	6	pcs	Magazine File, RED close end	180.00	1,080.00
34.	1	pc	Dish cabinet	3,000.00	3,000.00
35.	1	pc	Stainless Steel Dish Drainer	1,842.82	1,842.82
36.	1	unit	Continuous printer (print, scan, copy)	12,000.00	12,000.00
37.	5	pcs	Microsoft Office Professional 2021(Software)	3,700.00	18,500.00
38.	10	pcs	Cutter knife (HD)	90.00	900.00
39.	20	pcs	ID Card holder Retractable ID badge Reel keychain badge clip card holder (see attached picture)	150.00	3,000.00
TOTAL AMOUNT					92,888.00

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 30, 2023.**

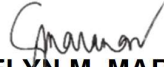
Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite

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