



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) **Fifty-Six Thousand Six Hundred One Pesos and 98/100 Only (Php 56,601.98)**. 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	pcs	Panther Extension cord cable Wire with surge Protector 6 outlet with individual switch heavy duty 1.75m	980.00	1,960.00
2.	1	pc	Extension Cord with individual Switch 6G Wed-360	850.00	850.00
3.	15	pcs	Push clip gel pen black 0.5	90.00	1,350.00
4.	10	pcs	Arch file, 2-hole, landscape, legal, with clip, blue	331.00	3,310.00
5.	4	pcs	Record book, 300pages, size: 214mmx278mm min.	71.00	284.00
6.	4	pcs	Record book, 500pages, size: 214mmx278mm min.	101.00	404.00
7.	5	box	Rubber band, No. 18	101.00	505.00
8.	5	pack	Tissue, interfolded paper towel	35.00	175.00
9.	2	pcs	Scotch brite with foam	33.00	66.00
10.	4	pack	Toilet tissue paper, 2-ply, 100% recycled	86.84	347.36
11.	20	bottle	Alcohol 70%, ethyl 500ml	105.00	2,100.00
12.	2	can	Insecticide, aerosol type, Odor less, 500ml	495.00	990.00
13.	10	box	Pencil, #2, 12`s / box	88.20	882.00
14.	100	pcs	Ballpen black	5.00	500.00
15.	150	pcs	Brown Envelope, for long size documents	2.00	300.00
16.	5	pcs	Arch file, 2-hole, landscape, legal green	331.00	1,655.00
17.	33	pack	Specialty board, 10`s/pack, 180gsm, Cream A4	38.60	1,273.80
18.	1	ream	Bondpaper Colored, A4, S24 (80gsm), BLUE	464.00	464.00
19.	40	reams	A4 bond paper 70gsm	200.00	8,000.00
20.	5	pcs	2 hole puncher Heavy duty	150.00	750.00
21.	3	pcs	Table top tape dispenser heavy duty	116.67	350.01
22.	1	pc	ID LAMINATOR, A4	3,615.81	3,615.81
23.	6	pack	Battery AAA, 4`s, HD	200.00	1,200.00
24.	6	pack	Index Tab flags, Sign Here yellow	190.00	1,140.00
25.	1	pc	Ballpen, retractable, 0.5mm, black	262.00	262.00
26.	3	unit	Type C to USB Adapter	151.00	453.00
27.	3	unit	USB ultra slim Port Hub Multiple High speed USB hub 3.0 USB Splitter 4 ports Hubs.	485.00	1,455.00
28.	1	pc	UPS 625	3,500.00	3,500.00
29.	10	pack	Post it 3x4	80.00	800.00
30.	10	pack	Post it 2x4	80.00	800.00
31.	10	pack	Post it 1x3	80.00	800.00
32.	10	pcs	Albatross, Lemon with holder, 100g	90.00	900.00

33.	10	pcs	Albatross, Strawberry, refill	90.00	900.00
34.	5	pack	Photopaper, Matte	250.00	1,250.00
35.	5	pack	Photopaper, Glossy	250.00	1,250.00
36.	3	box	Pencil, No. 2, 12's	280.00	840.00
37.	2	box	Gel Pen, Blue 0.5	280.00	560.00
38.	2	box	Gel Pen, Black 0.5	280.00	560.00
39.	14	gal	Alcohol, isopropyl, 70%, ethyl, with moisturizer	700.00	9,800.00
TOTAL AMOUNT					56,601.98

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 17, 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