



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 Supplies and Materials for CvSU Cavite City Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for CvSU Cavite City Campus”** with an Approved Budget for the Contract (ABC) **One Hundred Fifty-Nine Thousand Five Hundred Twenty-Three Pesos and 48/100 Only (PhP 159,523.48)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	50	pc	BROWN ENVELOPE, for A4 size document	1.75	87.50
2.	50	pc	BROWN ENVELOPE, for Long size document	1.90	95.00
3.	20	pc	CERTIFICATE HOLDER, A4 SIZE", clear plastic	28.00	560.00
4.	20	pc	CERTIFICATE HOLDER, A4 SIZE", plastic with board	38.00	760.00
5.	10	bundle	DAILY TIME RECORD, Form 48, White (50's bundle)	99.00	990.00
6.	20	pc	ENVELOPE, Plastic, A4	7.75	155.00
7.	20	pc	ENVELOPE, Plastic, long	10.20	203.96
8.	50	bottle	EPSON INK, BOTTLE, 003, black	290.00	14,500.00
9.	30	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	8,700.00
10.	30	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	8,700.00
11.	30	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	8,700.00
12.	10	box	FOLDER, Pressboard with metal tab, 100s/box, A4, green	1,874.25	18,742.50
13.	10	box	FOLDER, Pressboard, plain 50's, long, green	523.50	5,235.00
14.	2	pc	INK for registrar printer	3,529.66	7,059.32
15.	10	bottle	INK REFILL, permanent marker, black	88.20	882.00
16.	10	bottle	INK REFILL, white boardmarker, black	146.00	1,460.00
17.	30	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	3,307.50
18.	30	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	3,307.50
19.	20	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	38.60	772.00
20.	20	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	38.60	772.00
21.	10	pack	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	385.00
22.	10	pack	STICKER PAPER MATTE, 10's/pack, A4	38.50	385.00
23.	30	pc	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	927.00
24.	30	pc	STICKY NOTE PADS, yellow, 2"x3"	60.65	1,819.50
25.	20	box	THUMBTACKS	11.00	220.00

26.	20	bundle	TIME CARD, for Bundy Clock, 100 pieces bundle	99.25	1,985.00
27.	20	pack	BATTERY, dry Cell, size AA	36.30	726.00
28.	20	pack	BATTERY, dry Cell, size AAA	19.73	394.60
29.	10	box	ENVELOPE, DOCUMENTARY, for legal size docS.	927.16	9,271.60
30.	20	jar	GLUE, all purpose, 240 G	71.50	1,430.00
31.	70	pc	MARKER, permanent, black, bullet type	8.98	628.60
32.	30	pc	MARKER, whiteboard, black	13.38	401.40
33.	20	pad	NOTE PAD, stick on, 3" x 3"	54.08	1,081.60
34.	50	box	PAPER CLIP, vinyl/plastic coated, 33mm	7.76	388.00
35.	50	ream	PAPER, Multi-Purpose, A4, 70 gsm	98.26	4,913.00
36.	15	ream	PAPER, multi-purpose, legal, 70gsm	118.46	1,776.90
37.	20	box	PAPER, parchment 8 1/2X 11	98.05	1,961.00
38.	20	box	PENCIL, lead, with eraser	20.79	415.80
39.	30	pc	RECORD BOOK, 300 PAGES, size: 214mm x 278mm	70.72	2,121.60
40.	60	pc	SIGN PEN, black, 0.5	20.26	1,215.60
41.	30	pcs	SIGN PEN, blue, 0.5	20.26	607.80
42.	40	pcs	SIGN PEN, red, 0.5	20.26	810.40
43.	40	rolls	TAPE, MASKING, 48mm	106.60	4,264.00
44.	40	rolls	TAPE, packaging, 48mm	22.36	894.40
45.	40	rolls	TAPE, transparent, 24mm	10.09	403.60
46.	30	can	AIR FRESHENER, aerosol type, 320ml	90.22	5,413.20
47.	20	pcs	BROOM, soft, tambo	136.24	5,449.60
48.	20	packs	DETERGENT BAR, 140g	8.30	332.00
49.	20	btls	LIQUID HAND SANITIZER, 500ml	151.43	6,057.20
50.	20	btls	LIQUID HAND SOAP, 500ml	102.96	4,118.40
51.	20	pcs	MOPHEAD, made of rayon	123.76	4,950.40
52.	20	bundles	RAGS, all cotton	53.82	2,152.80
53.	20	packs	SCOURING PAD	112.32	4,492.80
54.	20	rolls	TAPE, electrical, ½	18.67	746.80
55.	20	packs	TISSUE, interfolded paper towel	34.84	1,393.60
TOTAL AMOUNT					159,523.48

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 September 25, 2023.**

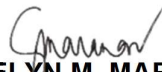
Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite

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.

A handwritten signature in black ink, appearing to read 'Roselyn M. Maranan', written in a cursive style.

ROSELYN M. MARANAN

BAC Secretary, Goods and Consulting Services