



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 and Materials for CvSU Cavite City Campus

- The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for CvSU Cavite City Campus”** with an Approved Budget for the Contract (ABC) of **Seventy-Three Thousand Two Hundred Sixty-Four Pesos and 79/100 Only (PhP 73,264.79)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	30	pack	BATTERY, dry Cell, size AA	36.30	1,089.00
2	30	pack	BATTERY, dry Cell, size AAA	19.73	591.90
3	8	pc	CORRECTION TAPE, 8m	11.68	93.44
4	115	box	PAPER CLIP, vinyl/plastic coated, 33mm	7.76	892.40
5	279	ream	PAPER, Multi-Purpose, A4, 70gsm	98.26	27,414.54
6	90	box	PAPER, parchment	98.05	8,824.50
7	6	pc	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	70.72	424.32
8	7	box	STAPLE WIRE, heavy duty, binder type, 23/13	19.76	138.32
9	45	roll	TAPE, transparent, 48mm	19.97	898.65
10	1	pc	PENCIL SHARPENER, manual, single cutter head	202.67	202.67
11	300	pair	SCISSORS, symmetrical	40.56	12,168.00
12	10	pc	STAPLER, standard type	140.40	1,404.00
13	600	pc	BALLPEN, black .5	5.00	3,000.00
14	600	pc	BALLPEN, blue .5	5.00	3,000.00
15	600	pc	BALLPEN, red .5	5.00	3,000.00
16	153	pc	BROWN ENVELOPE, for A4 size document	1.75	267.75
17	189	pc	BROWN ENVELOPE, for Long size document	1.90	359.10
18	10	bundle	DAILY TIME RECORD, Form 48, White (50's bundle)	99.00	990.00
19	2	box	FOLDER, Pressboard, plain 50's, long, green	523.50	1,047.00
20	16	bottle	GLUE, multi-purpose, 240 g.	132.30	2,116.80
21	3	box	LEAD FOR MECHANICAL PENCIL	38.50	115.50
22	10	pack	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	385.00
23	10	pack	STICKER PAPER MATTE, 10's/pack, A4	38.50	385.00
24	6	pc	STICKY NOTE PADS, yellow, 3"x3"	66.15	396.90
25	10	roll	TAPE, DOUBLE ADHESIVE, 1"	27.50	275.00
26	20	bundle	TIME CARD, for Bundy Clock, 100 pieces bundle	99.25	1,985.00
27	3	pcs	printer ink (Bk T6641)	200.00	600.00
28	2	pcs	printer ink (C T6642)	200.00	400.00
29	2	pcs	printer ink (M T6643)	200.00	400.00
30	2	pcs	printer ink (Y T6644)	200.00	400.00
TOTAL AMOUNT					73,264.79

- 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 October 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.


ROSELYN M. MARANAN
BAC Secretary, Goods and Consulting Services