



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 Banyuhay Project

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 Banyuhay Project”** with an Approved Budget for the Contract (ABC) **Seventy-Nine Thousand Five Hundred Sixty-Four Pesos and 83/100 Only (PhP 79,564.83)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	10	pack	BATTERY, dry Cell, size AA	36.30	363.00
2.	10	pack	BATTERY, dry Cell, size AAA	19.73	197.30
3.	20	pc	CLEARBOOK, A4	37.04	740.80
4.	20	pc	CLEARBOOK, legal	38.41	768.20
5.	5	box	CLIP, backfold, 19mm	8.76	43.80
6.	5	box	CLIP, backfold, 25mm	15.22	76.10
7.	5	box	CLIP, backfold, 32mm	22.36	111.80
8.	5	box	CLIP, backfold, 50mm	54.60	273.00
9.	20	pc	CORRECTION TAPE, 8m	11.68	233.60
10.	10	pc	DATA FILE BOX, long	77.20	772.00
11.	10	pc	DATA FOLDER, long	68.64	686.40
12.	10	pc	ENVELOPE, expanding, plastic, long	30.49	304.90
13.	2	box	ENVELOPE, mailing	378.20	756.40
14.	21	pc	ERASER, plastic/rubber	4.37	91.77
15.	5	box	FASTENER, metal, non-sharp edges	83.41	417.05
16.	5	pc	FILE ORGANIZER, expanding, plastic, legal	86.04	430.20
17.	8	bundle	FOLDER, fancy, with slide, A4	270.40	2,163.20
18.	8	bundle	FOLDER, fancy, with slide, legal	311.88	2,495.04
19.	10	bottle	INK, for stamp pad	31.52	315.20
20.	20	pc	MARKER, permanent, black, bullet type	8.98	179.60
21.	15	pc	MARKER, permanent, blue, bullet type	8.98	134.70
22.	10	pc	MARKER, permanent, red, bullet type	8.98	89.80
23.	10	pc	MARKER, whiteboard, black	13.38	133.80
24.	10	pc	MARKER, whiteboard, blue	13.38	133.80
25.	10	pc	MARKER, whiteboard, red	13.38	133.80
26.	10	pad	NOTE PAD, stick on, 3" x 3"	54.08	540.80
27.	10	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	37.06	370.60
28.	10	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	59.28	592.80
29.	10	box	PAPER CLIP, vinyl/plastic coated, 33mm	7.76	77.60
30.	8	box	PAPER CLIP, vinyl/plastic coated, 50mm	13.78	110.24
31.	150	ream	PAPER, MULTICOPY, A4, 80 gsm	136.66	20,499.00
32.	150	ream	PAPER, MULTICOPY, Legal, 80gsm	127.71	19,156.50
33.	5	pc	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	101.92	509.60

34.	5	box	RUBBER BAND, No. 18	100.05	500.25
35.	30	pc	SIGN PEN, black, 0.3	20.26	607.80
36.	30	pc	SIGN PEN, blue, 0.3	20.26	607.80
37.	20	pc	SIGN PEN, red, 0.3	20.26	405.20
38.	5	box	STAPLE WIRE, heavy duty, binder type, 23/13	19.76	98.80
39.	5	box	STAPLE WIRE, standard	22.41	112.05
40.	10	roll	TAPE, MASKING, 48mm	106.60	1,066.00
41.	10	roll	TAPE, packaging, 48mm	22.36	223.60
42.	10	roll	TAPE, transparent, 24mm	10.09	100.90
43.	10	roll	TAPE, transparent, 48mm	19.97	199.70
44.	11	bottle	LIQUID HAND SANITIZER, 500mL	151.43	1,665.73
45.	3	pc	PUNCHER, paper, heavy duty	150.80	452.40
46.	5	pc	RULER, plastic, 450mm	17.68	88.40
47.	10	pair	SCISSORS, symmetrical	40.56	405.60
48.	3	pc	STAPLE REMOVER, plier type	24.90	74.70
49.	3	unit	STAPLER, heavy duty, binder type	914.22	2,742.66
50.	10	pc	GLUE STICK, big	11.00	110.00
51.	2	bottle	GLUE, multi-purpose, 1 gallon	661.50	1,323.00
52.	10	bottle	INK REFILL, permanent marker, black	88.20	882.00
53.	10	bottle	INK REFILL, white boardmarker, black	146.00	1,460.00
54.	5	pc	MARKING PEN, permanent, Broad, black	38.50	192.50
55.	5	pc	MARKING PEN, permanent, Broad, blue	38.50	192.50
56.	5	pc	MARKING PEN, permanent, Broad, red	38.50	192.50
57.	5	pc	MARKING PEN, permanent, Fine, black	38.50	192.50
58.	5	pc	MARKING PEN, permanent, Fine, blue	38.50	192.50
59.	5	pc	MARKING PEN, permanent, Fine, red	38.50	192.50
60.	5	pc	MARKING PEN, permanent, Superfine, black	49.50	247.50
61.	5	pc	MARKING PEN, permanent, Superfine, blue	49.50	247.50
62.	5	pc	MARKING PEN, permanent, Superfine, red	49.50	247.50
63.	10	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	1,102.50
64.	10	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	1,102.50
65.	10	pc	SIGN PEN, black, 0.5	68.00	680.00
66.	10	pc	SIGN PEN, blue, 0.5	68.00	680.00
67.	10	pc	SIGN PEN, red, 0.5	68.00	680.00
68.	10	bottle	STAMP PAD INK, black	70.00	700.00
69.	10	bottle	STAMP PAD INK, green	70.00	700.00
70.	10	box	THUMB TACKS	11.00	110.00
71.	2	gal	ALCOHOL, ethyl, 68%-72%, 1 Gallon	387.92	775.84
72.	3	pc	EXTENSION CORD, 4-universal plug, HD with individual switches	1,102.50	3,307.50
73.	1	unit	PAPER CUTTER, 10"x12"	800.00	800.00
TOTAL AMOUNT					79,564.83

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 November 28, 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