



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 CON

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Materials for CON”** with an Approved Budget for the Contract (ABC) of **Sixty-Seven Thousand Six Hundred Eighty Pesos Only (PhP 67,608.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

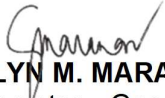
Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	10	box	3M Magic Tape 1 roll 24mm x 50m	620.00	6,200.00
2.	2	box	Acetate (Transparency film) A4	325.00	650.00
3.	6	ream	COLORED BOND PAPER, A4, S20 (70 gsm), green	250.00	1,500.00
4.	10	pc	Flourescent Marker blue	20.00	200.00
5.	10	pc	Flourescent Marker green	20.00	200.00
6.	10	pc	Flourescent Marker orange	20.00	200.00
7.	10	pc	Flourescent Marker pink	20.00	200.00
8.	10	pc	Flourescent Marker yellow	20.00	200.00
9.	50	pc	FOLDER, pressboard pain A4 green	11.00	550.00
10.	50	pc	FOLDER, pressboard pain Long green	11.00	550.00
11.	10	bottle	GLUE, multi all purpose 40g	26.00	260.00
12.	10	bottle	GLUE, multi all purpose 240g	100.00	1,000.00
13.	6	pcs	HP17A Laser Jet Toner CF217A	2,450.00	14,700.00
14.	6	pcs	HP19ACF219A Black Original Toner Drum	4,344.67	26,068.00
15.	1	pack	Lamination Film A4 125mg	1,120.00	1,120.00
16.	10	box	Pencil #2	75.00	750.00
17.	10	pack	Photo Paper glossy 20pcs pack 180g A4	105.00	1,050.00
18.	10	pc	Ribbon for manual Typewriter	28.00	280.00
19.	40	pack	Special Board 10packs Cream A4	28.00	1,120.00
20.	40	pack	Special Paper 10packs Cream A4	36.00	1,440.00
21.	10	pcs	Sticky Note Pad yellow 3x5	109.00	1,090.00
22.	10	pcs	Sticky Note Pads 2 x 2 400s	172.00	1,720.00
23.	10	pcs	Sticky Note Pad yellow 1.5x2	31.00	310.00
24.	10	pcs	Sticky Note Pad yellow 2x3	61.00	610.00
25.	10	pcs	Sticky Note Pad yellow 3x3	67.00	670.00
26.	10	pcs	Sticky Note Pad yellow 3x4	94.00	940.00
27.	10	pcs	Tape Double Adhesive 1	25.00	250.00
28.	10	pcs	Tape Double Adhesive 2	45.00	450.00
29.	10	pcs	Tape Double Adhesive 3	82.00	820.00
30.	10	pcs	Magic Tape 1	251.00	2,510.00
TOTAL AMOUNT					67,608.00

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 February 28, 2024.**

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