



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
 Indang, Cavite, Philippines  
 ☎ (046) 889-6373  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Materials for CvSU Silang Campus**

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 CvSU Silang Campus”** with an Approved Budget for the Contract (ABC) **Nine Hundred Sixty-One Thousand One Hundred Forty-Five Pesos Only (PhP 961,145.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	50	ream	COPY PAPER, long (8.5"x13"), 80gsm	240.00	12,000.00
2.	2,000	ream	COPY PAPER, A4 80gsm	210.00	420,000.00
3.	50	bundle	DAILY TIME RECORD, Form 48, White (50's bundle)	25.00	1,250.00
4.	100	pack	INDEX CARD, 5"x8", 500 pieces per pack	200.00	20,000.00
5.	50	pad	NOTE PAD, (2"x3"), 100 sheets per pad	61.00	3,050.00
6.	50	pad	NOTE PAD, (3"x3"), 100 sheets per pad	67.00	3,350.00
7.	50	pad	NOTE PAD, (3"x4"), 100 sheets per pad	105.00	5,250.00
8.	100	ream	PARCHMENT PAPER, 8.5"x 11", Subs 20	260.00	26,000.00
9.	50	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	5,250.00
10.	2,000	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	28.00	56,000.00
11.	500	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	28.00	14,000.00
12.	1,000	pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	36.00	36,000.00
13.	50	pack	STICKER PAPER MATTE, 10's/pack, A4	35.00	1,750.00
14.	50	pc	STICKY NOTE PADS, yellow, 1.5"x2"	31.00	1,550.00
15.	50	pc	STICKY NOTE PADS, yellow, 2"x3"	61.00	3,050.00
16.	50	pc	STICKY NOTE PADS, yellow, 3"x3"	67.00	3,350.00
17.	50	pc	STICKY NOTE PADS, yellow, 3"x4"	94.00	4,700.00
18.	50	pc	STICKY NOTE PAD, yellow, 3 x 5	109.00	5,450.00
19.	50	pc	STICKY NOTE PADS, 2" x 2", 400's, asstd	172.00	8,600.00
20.	20	bundle	TIME CARD, for Bundy Clock, 100 pieces bundle	100.00	2,000.00
21.	1,000	pc	BALLPEN, black	5.00	5,000.00
22.	200	pc	BATTERY, AA, 2's, HD	77.00	15,400.00
23.	200	pc	BATTERY, AAA, 2's, HD	77.00	15,400.00
24.	50	ream	COPY PAPER, long (8.5"x13"), 70gsm	220.50	11,025.00
25.	50	bundle	DAILY TIME RECORD, Form 48, White (50's bundle)	99.00	4,950.00
26.	4	pc	FLAG, Philippine National Flag, 4 x 8	500.00	2,000.00
27.	50	pc	FLOURESCENT MARKER, blue	39.00	1,950.00
28.	50	bottle	GLUE, multi purpose, 40g	71.50	3,575.00

29.	50	bottle	GLUE, multi purpose, 130 g.	52.00	2,600.00
30.	50	box	PENCIL, #1, 12's/bx	88.20	4,410.00
31.	50	box	PENCIL, #2, 12's/bx	88.20	4,410.00
32.	50	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	5,512.50
33.	50	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	5,512.50
34.	500	pc	SIGN PEN, BLACK, 0.5	68.00	34,000.00
35.	500	pc	SIGN PEN, BLACK, 0.7	68.00	34,000.00
36.	200	pack	SPECIALTY BOARD, 10s/pack, 180GSM, CREAM, A4	38.60	7,720.00
37.	300	pack	SPECIALTY BOARD, 10s/pack, 180GSM, WHITE, A4	38.60	11,580.00
38.	700	ream	COPY PAPER, A4 80GSM	210.00	147,000.00
39.	500	pc	FOLDER A4(ORDINARY)	10.00	5,000.00
40.	300	pc	FOLDER LONG(GREEN)	25.00	7,500.00
<b>TOTAL AMOUNT</b>					<b>961,145.00</b>

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 14, 2024.**

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

E-mail : [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto: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