



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 Tanza 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 Tanza Campus”** with an Approved Budget for the Contract (ABC) **One Hundred Seventy Thousand Two Hundred Forty-Five Pesos Only (PhP 170,245.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	80	pc	BALLPEN, blue 0.5mm	5.00	400.00
2.	5	pc	CANON INK, G71, black	550.00	2,750.00
3.	5	pc	CANON INK, G71, cyan	550.00	2,750.00
4.	5	pc	CANON INK, G71, magenta	550.00	2,750.00
5.	5	pc	CANON INK, G71, yellow	550.00	2,750.00
6.	4	unit	CARD PRINTER INK, YMCKO 5 panel colored ribbon 250 images	3,500.00	14,000.00
7.	12	pc	CERTIFICATE HOLDER, A4 SIZE", plastic with board	44.00	528.00
8.	20	pc	CORRUGATED BOX, for A4 size documents	60.00	1,200.00
9.	12	pc	ERASER, felt, for white/black boards	18.00	216.00
10.	4	bottle	GLUE, multi-purpose, 240 g.	100.00	400.00
11.	12	bottle	INK REFILL, whiteboard marker, black	83.00	996.00
12.	10	pack	LAMINATING FILM, A4, 125 mic	560.00	5,600.00
13.	5	pc	NUMBERING MACHINE INK, black	23.00	115.00
14.	2	box	PENCIL, #2, 12's/bx	75.00	150.00
15.	1434	pc	PVC ID, blank, 85.5 x 54mm, thickness 0.76mm	16.50	23,661.00
16.	1	pc	RIBBON/RETRANSFER FILM for YMCK, 1000 print	7,166.00	7,166.00
17.	100	pc	SHOELACE, polyester cotton flat, 55" x 9.5mm	20.00	2,000.00
18.	3	bottle	STAMP PAD INK, black	20.00	60.00
19.	40	roll	TAPE, DOUBLE ADHESIVE, 1"	25.00	1,000.00
20.	20	roll	TAPE, DOUBLE ADHESIVE, 2"	45.00	900.00
21.	20	roll	TAPE, DOUBLE ADHESIVE, 3"	82.00	1,640.00
22.	10	roll	TAPE, MAGIC, 1"	251.00	2,510.00
23.	6	pc	CLEARBOOK, long, refillable, plastic	45.00	270.00
24.	6	pc	CLEARBOOK, short, refillable, plastic	34.00	204.00
25.	20	pc	ENVELOPE, expanding, A4, GREEN	14.00	280.00
26.	1	box	ENVELOPE, mailing (long), 500 pcs/box	245.00	245.00
27.	8	box	FASTENER, for paper, Plastic coated, 50 sets per box	50.00	400.00
28.	20	pc	US FOLDER, A4, white	5.00	100.00
29.	8	ream	COLORLED BOND PAPER, A4, S20 (70 gsm), assorted colors	250.00	2,000.00

30.	12	pc	MOROCCO PAPER, 30x40, Green	42.00	504.00
31.	20	pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	36.00	720.00
32.	12	pack	STICKER PAPER GLOSSY, 10's/pack, A4	35.00	420.00
33.	40	bottle	EPSON INK, BOTTLE, 003, black	310.00	12,400.00
34.	20	bottle	EPSON INK, BOTTLE, 003, cyan	310.00	6,200.00
35.	20	bottle	EPSON INK, BOTTLE, 003, magenta	310.00	6,200.00
36.	20	bottle	EPSON INK, BOTTLE, 003, yellow	310.00	6,200.00
37.	4	pc	EPSON RIBBON FOR LX-310	140.00	560.00
38.	4	unit	HP LASERJET INK, 48A, CF248A	4,500.00	18,000.00
39.	12	set	iNEO225i Toner Photocopier TN118	3,500.00	42,000.00
TOTAL AMOUNT					170,245.00

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 14, 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