



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 University Health Services Unit**

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 University Health Services Unit”** with an Approved Budget for the Contract (ABC) of **One Hundred Eighteen Thousand Two Hundred Seventy-Four Pesos and 57/100 Only (PhP 118,274.57)**. 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	PC	BALLPEN, black	5.00	250.00
2.	50	PC	BALLPEN, blue	5.00	250.00
3.	50	PC	BALLPEN, red	5.00	250.00
4.	100	PC	BROWN ENVELOPE, for long size document	1.90	190.00
5.	3	PC	CARBON FILM (8.5 x 13), plastro foil, blue	385.00	1,155.00
6.	1	REAM	COLORED BONDPAPER, short, s24(80gsm), assorted colors	463.05	463.05
7.	10	REAM	COPY PAPER, long (8.5" x 13"), 80gsm	264.60	2,646.00
8.	20	PC	ENVELOPE, Plastic, A4	7.75	155.00
9.	20	PC	ENVELOPE, Plastic, long	10.20	204.00
10.	20	BOTTLE	EPSON INK, BOTTLE, 003, black	290.00	5,800.00
11.	10	BOTTLE	EPSON INK, BOTTLE, 003, magenta	290.00	2,900.00
12.	10	BOTTLE	EPSON INK, BOTTLE, 003, yellow	290.00	2,900.00
13.	15	PC	FOLDER, plastic, L-type, A4	7.00	105.00
14.	15	PC	FOLDER, plastic, L-type, legal	8.25	123.75
15.	2	BOTTLE	INK REFILL, whiteboard marker, black	146.00	292.00
16.	5	PACK	LAMINATING FILM, A4, 125mic	661.50	3,307.50
17.	2	PC	PADDING GLUE, 1/2kg, red	220.50	441.00
18.	10	PC	PHOTO FRAME, with stand, A4 SIZE	93.00	930.00
19.	5	PACK	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	551.25
20.	5	PACK	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, short	110.25	551.25
21.	5	PACK	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	551.25
22.	5	PACK	PHOTO PAPER, matte, 20pcs/pack, 180gsm, short	110.25	551.25
23.	3	BOX	PUSH PIN, flat head type, assorted colors, 50pcs per case	19.00	57.00
24.	7	PACK	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	269.50
25.	7	PACK	STICKER PAPER GLOSSY, 10's/pack, LONG	38.50	269.50
26.	7	PACK	STICKER PAPER MATTE, 10's/pack, A4	38.50	269.50

27.	7	PACK	STICKER PAPER MATTE, 10's/pack, LONG	38.50	269.50
28.	4	ROLL	TAPE, DOUBLE ADHESIVE, 2"	55.00	220.00
29.	6	ROLL	TAPE, DOUBLE ADHESIVE, 3"	82.70	496.20
30.	2	ROLL	TAPE, DUCT, 2"	171.00	342.00
31.	2	ROLL	TAPE, DUCT, 3"	231.50	463.00
32.	50	PC	US FOLDER, A4, white	4.40	220.00
33.	10	REAM	COPY PAPER, A4 80gsm	210.00	2,100.00
34.	10	BOTTLE	EPSON INK, BOTTLE, 003 cyan	290.00	2,900.00
35.	4	ROLL	SCOTCH TAPE 1"	30.00	120.00
36.	4	PACK	SCOTCH TAPE 2"	45.00	180.00
37.	2	ROLL	TAPE, Metallic 3m	55.00	110.00
38.	3	PC	CALCULATOR, scientific, 12 digits	625.00	1,875.00
39.	5	PC	DATING AND STAMPING MACHINE, HD	385.88	1,929.40
40.	5	PC	DESK TRAY, METAL, 3 layers	550.00	2,750.00
41.	3	PC	RULER, 12inches, metal	70.00	210.00
42.	10	PC	STAPLER, HD, with remover, #35	130.00	1,300.00
43.	3	PC	TAPE DISPENSER, handheld	160.00	480.00
44.	5	UNIT	PRINTER, multifunction with WIFI, Continuous Ink	10,993.75	54,968.75
45.	1	UNIT	EXTERNAL HARDDRIVE, 4TB	9,371.25	9,371.25
46.	2	UNIT	FLASHDRIVE, 64GB	1,433.25	2,866.50
47.	30	PC	ALBATROSS, big	52.92	1,587.60
48.	10	GAL	ALCOHOL, ethyl, 68%-72%, 1gallon	387.92	3,879.20
49.	3	PC	CLEANING TOWEL, 12's / pack	126.79	380.37
50.	12	BOTTLE	DISHWASHING LIQUID, 1000ml	110.25	1,323.00
51.	20	PC	DOORMAT, cotton	50.00	1,000.00
52.	5	BOTTLE	GLASS CLEANER 500ml	300.00	1,500.00
<b>TOTAL AMOUNT</b>					<b>118,274.57</b>

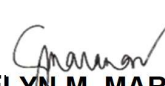
2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
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 19, 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