



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 for CEIT**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for CEIT”** with an Approved Budget for the Contract (ABC) of **Two Hundred Eleven Thousand Nine Hundred Forty-Eight Pesos and 78/100 Only (PhP 211,948.78)**. 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	pc	BATTERY, AA, 2's, HD	77.00	770.00
2	10	pc	BATTERY, AAA, 2's, HD	77.00	770.00
3	15	box	CLIP, backfold, 15mm, 12's	13.00	195.00
4	15	box	CLIP, backfold, 32mm, 12's	40.00	600.00
5	15	box	CLIP, backfold, 41mm, 12's	55.00	825.00
6	5	pc	FLOURESCENT MARKER, green	39.00	195.00
7	5	pc	FLOURESCENT MARKER, orange	39.00	195.00
8	5	pc	FLOURESCENT MARKER, yellow	39.00	195.00
9	2	pack	LAMINATING FILM, A4, 250 mic	1,323.00	2,646.00
10	5	pc	MARKING PEN, permanent, Broad, black	38.50	192.50
11	5	pc	MARKING PEN, permanent, Fine, black	38.50	192.50
12	5	pc	SIGN PEN, black, 0.5	68.00	340.00
13	10	pc	SIGN PEN, blue, 0.5	68.00	680.00
14	5	roll	TAPE, DOUBLE ADHESIVE, 1"	27.50	137.50
15	5	roll	TAPE, DOUBLE ADHESIVE, 2"	55.00	275.00
16	35	box	PAPER CLIP, vinyl/plastic coated, 33mm	7.76	271.60
17	35	box	PAPER CLIP, vinyl/plastic coated, 50mm	13.78	482.30
18	30	roll	TAPE, transparent, 24mm	10.09	302.70
19	20	roll	TAPE, transparent, 48mm	19.97	399.40
20	30	box	STAPLE WIRE, Std, No.35 (26/6)	40.00	1,200.00
21	5	pack	BINDING COVER A4 PVC	125.00	625.00
22	20	pc	MARKER, whiteboard, black	13.38	267.60
23	5	ream	COLORLED BOND PAPER, A4, S24 (80 gsm), orange	463.05	2,315.25
24	500	ream	COPY PAPER, A4 80gsm	210.00	105,000.00
25	15	pc	MOROCCO PAPER, 30x40, Orange	46.30	694.50
26	2	ream	PARCHMENT PAPER, A4, Subs 20	280.00	560.00
27	5	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	551.25
28	5	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	551.25
29	50	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	38.60	1,930.00
30	10	pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	35.25	352.50
31	3	pack	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	115.50
32	3	pack	STICKER PAPER MATTE, 10's/pack, A4	38.50	115.50

33	10	pc	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	309.00
34	10	pc	STICKY NOTE PADS, yellow, 2"x3"	60.65	606.50
35	10	pc	STICKY NOTE PADS, yellow, 3"x3"	66.15	661.50
36	5	pc	STICKY NOTE PADS, yellow, 3"x4"	93.70	468.50
37	5	pc	STICKY NOTE PAD, yellow, 3 x 5	108.05	540.23
38	100	pc	ARCH FILE, 3-hole, A4, D-type, 3", with label (accreditation/ ISO)	385.80	38,580.00
39	2	box	FASTENER, for paper, Plastic coated, 50 sets per box	55.10	110.20
40	30	pc	FOLDER, Pressboard, plain, A4, green	11.00	330.00
41	85	bottle	EPSON INK, BOTTLE, 003, black	290.00	24,650.00
42	25	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	7,250.00
43	25	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	7,250.00
44	25	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	7,250.00
<b>TOTAL AMOUNT</b>					<b>211,948.78</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 March 5, 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