



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 Various Supplies, Materials and Equipment for University
Library – Main Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies, Materials and Equipment for University Library – Main Campus”** with an Approved Budget for the Contract (ABC) **Four Hundred Seventy-Four Thousand Three Hundred Ninety-Four Pesos Only (PhP 474,394.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|----------|----------|---------|---|-----------|------------|
| 1. | 6 | pcs | ACETATE, gauge #4, 50m per roll, plastic cover | 1,100.00 | 6,600.00 |
| 2. | 1000 | pcs | BALLPEN, black | 5.00 | 5,000.00 |
| 3. | 10 | pcs | BATTERY, AA, 2's, HD | 70.00 | 700.00 |
| 4. | 20 | pcs | BATTERY, AAA, 2's, HD | 70.00 | 1,400.00 |
| 5. | 5 | pcs | BAG (for accreditation) | 440.00 | 2,200.00 |
| 6. | 5 | pcs | CABLE, HDMI, 3m | 300.00 | 1,500.00 |
| 7. | 1000 | boxes | CABLE TIE | 5.00 | 5,000.00 |
| 8. | 8 | boxes | CLIP, backfold, 15mm, 12's | 12.00 | 96.00 |
| 9. | 3 | boxes | CLIP, backfold, 32mm, 12's | 28.00 | 84.00 |
| 10. | 5 | boxes | CLIP, backfold, 41mm, 12's | 55.00 | 275.00 |
| 11. | 3 | pcs | CLIP, bulldog, 75mm, 12's | 120.00 | 360.00 |
| 12. | 60 | bottles | FLOURESCENT MARKER, yellow | 20.00 | 1,200.00 |
| 13. | 5 | pcs | GLUE, multi-purpose, 130 g. | 50.00 | 250.00 |
| 14. | 5 | packs | GLUE STICK, big | 10.00 | 50.00 |
| 15. | 50 | packs | INDEX TAB FLAGS, transparent film, arrow shape, assorted colors | 35.00 | 1,750.00 |
| 16. | 2 | pcs | LAMINATING FILM, A4, 250 mic | 1,020.00 | 2,040.00 |
| 17. | 7 | pcs | MARKING PEN, permanent, Broad, black | 35.00 | 245.00 |
| 18. | 5 | pcs | MARKING PEN, permanent, Broad, blue | 35.00 | 175.00 |
| 19. | 5 | pcs | MARKING PEN, permanent, Broad, red | 35.00 | 175.00 |
| 20. | 4 | pcs | MARKING PEN, permanent, Superfine, black | 38.00 | 152.00 |
| 21. | 3 | pcs | MARKING PEN, permanent, Superfine, blue | 38.00 | 114.00 |
| 22. | 3 | pcs | MARKING PEN, permanent, Superfine, red | 38.00 | 114.00 |
| 23. | 1 | boxes | PADDING GLUE, 1/2kg, red | 225.00 | 225.00 |
| 24. | 5 | boxes | PENCIL, #2, 12's/bx | 75.00 | 375.00 |
| 25. | 2 | pcs | PUSH PIN, flat head type, assorted colors, 50 pieces per case | 20.00 | 40.00 |
| 26. | 150 | pcs | RJ45 | 7.00 | 1,050.00 |
| 27. | 15 | pcs | SIGN PEN, black, 1.0 | 64.00 | 960.00 |
| 28. | 15 | pcs | SIGN PEN, blue, 1.0 | 64.00 | 960.00 |
| 29. | 5 | rolls | SIGN PEN, red, 1.0 | 64.00 | 320.00 |
| 30. | 4 | rolls | TAPE, DOUBLE ADHESIVE, 1" | 25.00 | 100.00 |

| | | | | | |
|-----|-----|---------|---|----------|----------|
| 31. | 2 | boxes | TAPE, DOUBLE ADHESIVE, 3" | 82.00 | 164.00 |
| 32. | 2 | pcs | THUMB TACKS | 10.00 | 20.00 |
| 33. | 5 | pcs | White Board Marker, BLACK | 60.00 | 300.00 |
| 34. | 4 | pcs | White Board Marker, BLUE | 60.00 | 240.00 |
| 35. | 3 | pcs | White Board Marker, RED | 60.00 | 180.00 |
| 36. | 7 | boxes | Plastic PAPER CLIP, vinyl coated, 33mm, 100 pcs per box | 30.00 | 210.00 |
| 37. | 4 | boxes | Plastic PAPER CLIP, vinyl coated, 50mm, 100 pcs per box | 45.00 | 180.00 |
| 38. | 30 | pcs | Correction Tape, Long | 25.00 | 750.00 |
| 39. | 1 | pcs | Cutter Knife, Heavy duty, Large, Industrial | 120.00 | 120.00 |
| 40. | 2 | rolls | Laminating Film Rolls, 250 mic, Clear, 12 inches x 50m or longer | 1,600.00 | 3,200.00 |
| 41. | 5 | bottles | Stamp pad Ink, Purple, 30ml | 40.00 | 200.00 |
| 42. | 2 | pcs | STAMP PAD, felt, bed dimension: approximately 5.5 X 4 inches size (biggest) | 70.00 | 140.00 |
| 43. | 100 | pcs | TAPE, Transparent, width: 24mm or 1 inch | 26.00 | 2,600.00 |
| 44. | 100 | pcs | TAPE, Transparent, width: 48mm or 2 inches | 72.00 | 7,200.00 |
| 45. | 2 | pcs | Double Sided Adhesive Tape Rubber Foam Waterproof Heavy Duty, 20mm | 500.00 | 1,000.00 |
| 46. | 2 | pcs | Super Strength Molding Tape, double | 800.00 | 1,600.00 |
| 47. | 10 | boxes | Staple Wire No. 35 (26/6) | 95.00 | 950.00 |
| 48. | 1 | packs | Plastic Key Tag Label, assorted color, 20pcs/pack | 150.00 | 150.00 |
| 49. | 1 | packs | Key Rings, Metal stainless, 50 to 100 pieces per pack | 100.00 | 100.00 |
| 50. | 1 | reams | COLORED BONDPAPER, A4, S20 (70 gsm), green | 250.00 | 250.00 |
| 51. | 1 | reams | COLORED BONDPAPER, A4, S20 (70 gsm), yellow | 250.00 | 250.00 |
| 52. | 1 | reams | COLORED BONDPAPER, A4, S20 (70 gsm), blue | 250.00 | 250.00 |
| 53. | 1 | reams | COLORED BONDPAPER, A4, S20 (70 gsm), orange | 250.00 | 250.00 |
| 54. | 6 | reams | COPY PAPER, long (8.5"x13"), 80gsm | 240.00 | 1,440.00 |
| 55. | 40 | reams | COPY PAPER, A4 80gsm | 210.00 | 8,400.00 |
| 56. | 50 | pcs | NOTE BOOK, flag-type, 30-60 leaves, spiral | 20.00 | 1,000.00 |
| 57. | 8 | pads | NOTE PAD, (2"x3"), 100 sheets per pad | 61.00 | 488.00 |
| 58. | 50 | packs | PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4 | 105.00 | 5,250.00 |
| 59. | 10 | packs | SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4 | 28.00 | 280.00 |
| 60. | 60 | pcs | STICKY NOTE PADS, yellow, 1.5"x2" | 31.00 | 1,860.00 |
| 61. | 5 | reams | COPY PAPER, short (8.5"x11"), 80gsm | 250.00 | 1,250.00 |
| 62. | 5 | packs | STICKER PAPER, GLOSSY, 10pcs per pack, LONG, WHITE | 50.00 | 250.00 |
| 63. | 15 | packs | Specialty Board Paper, 10pcs per pack, 220gsm, color: CREAM, size: A4 | 70.00 | 1,050.00 |
| 64. | 1 | box | COIN ENVELOPE, Brown, size 3 1/8 x 5 1/2 (500pcs/box) | 370.00 | 370.00 |

| | | | | | |
|------|-----|---------|--|----------|-----------|
| 65. | 2 | pcs | Photo frame with Stand (color brown or wood color), 5 x 7" | 200.00 | 400.00 |
| 66. | 2 | pcs | Crayons, 24 colors/box | 75.00 | 150.00 |
| 67. | 6 | rolls | Paper Tape, width: 1/2 inch | 30.00 | 180.00 |
| 68. | 5 | rolls | Paper Tape, width: 1 inch | 70.00 | 350.00 |
| 69. | 250 | rolls | THERMAL PAPER, 80mm x 70mm | 65.00 | 16,250.00 |
| 70. | 2 | pcs | ARCH FILE, 3-hole, A4, D-type, 1.5", with label (accreditation/ ISO) | 274.00 | 548.00 |
| 71. | 25 | pcs | BROWN ENVELOPE, for A4 size document | 2.00 | 50.00 |
| 72. | 19 | pcs | BROWN ENVELOPE, for Long size document | 3.00 | 57.00 |
| 73. | 15 | pcs | CLEARBOOK, long, refillable, plastic | 45.00 | 675.00 |
| 74. | 10 | pcs | ENVELOPE, Plastic, A4 | 8.00 | 80.00 |
| 75. | 15 | pcs | ENVELOPE, Plastic, expanding, long | 67.00 | 1,005.00 |
| 76. | 2 | box | FASTENER, for paper, Plastic coated, 50 sets per box | 50.00 | 100.00 |
| 77. | 15 | pcs | FOLDER, plastic, L-type, A4 | 8.00 | 120.00 |
| 78. | 12 | pcs | FOLDER, plastic, L-type, legal | 9.00 | 108.00 |
| 79. | 1 | box | FOLDER, Pressboard, plain 50's, long, green | 525.00 | 525.00 |
| 80. | 20 | pcs | US FOLDER, A4, white | 5.00 | 100.00 |
| 81. | 5 | pcs | INDEX TAB, self-adhesive, 5's, assorted colors | 74.00 | 370.00 |
| 82. | 25 | pcs | Folder Long with Plastic Cover, color White | 30.00 | 750.00 |
| 83. | 6 | pcs | Acrylic Free-standing T-shape frame, Clear, Size: A4 | 450.00 | 2,700.00 |
| 84. | 5 | rolls | TWINE, plastic, one kilo per roll | 150.00 | 750.00 |
| 85. | 6 | rolls | Cloth Duct Tape, color: GREEN, 1.89 to 2 inches | 320.00 | 1,920.00 |
| 86. | 5 | rolls | Cloth Duct Tape, color: WHITE, 1.89 to 2 inches | 320.00 | 1,600.00 |
| 87. | 5 | rolls | Cloth Duct Tape, color: SILVER, 1.89 to 2 inches | 320.00 | 1,600.00 |
| 88. | 2 | packs | Cable Ties, Size: 11 inches, 100 pcs. per pack, color: Clear | 370.00 | 740.00 |
| 89. | 10 | pcs | Picture Frame 50cmx60cm, color BLACK frame | 1,000.00 | 10,000.00 |
| 90. | 3 | rolls | BLACK PVC Coated Twist Ties 50 meters | 150.00 | 450.00 |
| 91. | 1 | bottle | BROTHER, INK in bottle, BT5000C, cyan | 430.00 | 430.00 |
| 92. | 1 | bottle | BROTHER, INK in bottle, BT5000M, magenta | 430.00 | 430.00 |
| 93. | 1 | bottle | BROTHER, INK in bottle, BT5000Y, yellow | 430.00 | 430.00 |
| 94. | 1 | bottle | BROTHER, INK in bottle, BT6000BK, black | 430.00 | 430.00 |
| 95. | 45 | bottles | EPSON INK, BOTTLE, 003, black | 310.00 | 13,950.00 |
| 96. | 30 | bottles | EPSON INK, BOTTLE, 003, magenta | 310.00 | 9,300.00 |
| 97. | 30 | bottles | EPSON INK, BOTTLE, 003, yellow | 310.00 | 9,300.00 |
| 98. | 30 | bottles | EPSON INK, BOTTLE, 003, cyan | 310.00 | 9,300.00 |
| 99. | 1 | cart | HP Toner Cart, HP79A (CF279A), Black | 3,800.00 | 3,800.00 |
| 100. | 6 | carts | Toner Cartridge HP107A, Black, Laser Jet | 3,000.00 | 18,000.00 |

| | | | | | |
|------|----|-------|---|----------|-----------|
| 101. | 1 | unit | BULLETIN BOARD, whiteboard, 4'x8', with stand | 7,940.00 | 7,940.00 |
| 102. | 8 | units | ELECTRIC FAN, Industrial, 20", banana blade | 3,500.00 | 28,000.00 |
| 103. | 2 | units | ELECTRIC FAN, Wall fan, 18" | 1,700.00 | 3,400.00 |
| 104. | 1 | unit | ID Laminator, HD, 13", 4 rollers | 5,500.00 | 5,500.00 |
| 105. | 11 | pcs | MAGAZINE FILE, close end, long, navy blue | 90.00 | 990.00 |
| 106. | 2 | pcs | RULER, 12 inches, plastic | 50.00 | 100.00 |
| 107. | 3 | pcs | STAPLER, HD, with remover, #35 | 130.00 | 390.00 |
| 108. | 1 | pc | DATE STAMP, ordinary, rubber | 150.00 | 150.00 |
| 109. | 1 | pc | Number Stamp, Rubber (5 digits) | 300.00 | 300.00 |
| 110. | 8 | sets | Tray Desk Organizer, 3 Layers, Heavy Duty, color: BLACK, removable structure, Plastic tray | 700.00 | 5,600.00 |
| 111. | 3 | pcs | Plastic storage, Box (rectangular), Clear, 6-8 liters, with handle and lock | 300.00 | 900.00 |
| 112. | 1 | pc | PUNCHER, 3-hole, heavy-duty, adjustable holes, punches up to 30 sheets, sturdy metal handle, removable chip tray, color: Black, (preferably KW-trio) | 1,800.00 | 1,800.00 |
| 113. | 1 | pc | PUNCHER, paper, Heavy duty, with two hole guide | 320.00 | 320.00 |
| 114. | 1 | pc | PENCIL SHARPENER, Manual, Desktop, heavy duty | 350.00 | 350.00 |
| 115. | 5 | pcs | SCISSORS, heavy duty, length: 8 inches | 110.00 | 550.00 |
| 116. | 3 | pcs | TAPE DISPENSER, table top, Large | 200.00 | 600.00 |
| 117. | 14 | sets | Rechargeable battery AAA | 200.00 | 2,800.00 |
| 118. | 2 | sets | Rechargeable battery AA | 200.00 | 400.00 |
| 119. | 1 | sets | World GLOBE Earth Model 32 CM, Heavy duty, Big | 2,100.00 | 2,100.00 |
| 120. | 8 | pcs | Folding Wooden Display Stand Easel, brown, size height: 14 inches | 500.00 | 4,000.00 |
| 121. | 10 | pcs | Wooden Book Stand, WOOD, Heavy Duty, adjustable, 30*39cm | 610.00 | 6,100.00 |
| 122. | 1 | pc | Single Hole Puncher, Metal, Handheld, Pliers style | 300.00 | 300.00 |
| 123. | 2 | pcs | Brass Padlock size: 60 mm, Anti-rust, Heavy Duty | 1,500.00 | 3,000.00 |
| 124. | 1 | unit | Flatbed Scanner, maximum scan area: 8.5" x 11.7"; color bit depth: 48bits / 24 bits per pixel internal, grayscale bit depth: 16-bits/8bits per pixel internal | 6,000.00 | 6,000.00 |
| 125. | 6 | units | Electric fan, Box type/ Box fan, Industrial, Heavy-Duty, 14", 3 leaf plastic fan blade | 3,500.00 | 21,000.00 |
| 126. | 25 | pcs | Plastic RULER, 15cm | 25.00 | 625.00 |
| 127. | 5 | units | Universal USB Power Adapter, Charger Adaptor head, Output power: standard 5V/1A/2.1A, Plug: USB | 200.00 | 1,000.00 |
| 128. | 5 | units | Wall Clock big, 14 inches or 36 cm or bigger, WOODEN | 1,800.00 | 9,000.00 |
| 129. | 1 | unit | Adult Standard Wheelchair, Stainless Steel Finish, Foldable, Leatherette, with | 7,000.00 | 7,000.00 |

| | | | | | |
|------|----|---------|---|----------|-----------|
| | | | Armrest, leg support, foot plate, Heavy Duty | | |
| 130. | 6 | pcs | Computer Table, 120 x 60 x 75, black frame, beechwood | 2100 | 12,600.00 |
| 131. | 2 | units | Drafting Table with Chair, adjustable height with tilting adjustment, 2 drawers, table at the side, pen holders made of wood, metal frame, leather padded stool, overall dimension: 55" x 23.62" x 28"-35.8" LXWXH; Table surface size: 34" x 23.62" x 0.7" LXWXTHICKNESS; Auxiliary tabletop size: 23.6"x15x0.7" LXWXTHICKNESS; Drawer Exterior Size: approx. 12.4 x 18.8 x 3.9" WDXH; Pen Container Size: 3.9" x 3.5" HxD; Stool Size: 20.1 x 11.8" HxD | 6000 | 12,000.00 |
| 132. | 7 | units | Office Chair, high back leather | 6615 | 46,305.00 |
| 133. | 40 | pcs | ALBATROSS, small | 40.00 | 1,600.00 |
| 134. | 6 | dzs | BATHROOM TISSUE, Coreless plain | 67.00 | 402.00 |
| 135. | 23 | pcs | BLEACHING SOLUTION, 1L | 44.00 | 1,012.00 |
| 136. | 2 | pcs | CLEANING TOWEL, 12's / pack | 250.00 | 500.00 |
| 137. | 10 | pcs | DETERGENT BAR, 4-in-a-bar | 30.00 | 300.00 |
| 138. | 2 | pcs | DIPPER | 30.00 | 60.00 |
| 139. | 10 | bottles | DISHWASHING LIQUID, 1000mL | 102.00 | 1,020.00 |
| 140. | 15 | pcs | DOORMAT, cotton | 28.00 | 420.00 |
| 141. | 15 | pcs | DOORMAT, rubber | 150.00 | 2,250.00 |
| 142. | 20 | units | FABRIC CONDITIONER, 500ml | 105.00 | 2,100.00 |
| 143. | 2 | packs | GARBAGE BAG, XL, transparent, 100's | 440.00 | 880.00 |
| 144. | 5 | packs | GARBAGE BAG, L, transparent, 100's | 245.00 | 1,225.00 |
| 145. | 3 | packs | GARBAGE BAG, small, transparent, 100's | 112.00 | 336.00 |
| 146. | 5 | bottles | GLASS CLEANER | 225.00 | 1,125.00 |
| 147. | 1 | bottles | MURIATIC ACID , 1L | 114.00 | 114.00 |
| 148. | 12 | pcs | SCOTCH BRITE with foam | 37.00 | 444.00 |
| 149. | 1 | pc | SCOTCH BRITE, big | 50.00 | 50.00 |
| 150. | 10 | packs | Detergent powder, 1 to 2 kilos per pack | 200.00 | 2,000.00 |
| 151. | 10 | bottles | Declogger Liquid, 250ml per bottle | 100.00 | 1,000.00 |
| 152. | 50 | pcs | Furniture Cleaner, Aerosol, 330ml | 320.00 | 16,000.00 |
| 153. | 8 | bundles | Rags (Basahan), Cotton, Round, 1 Kilo per bundle | 70.00 | 560.00 |
| 154. | 2 | pcs | INSECTICIDE, Aerosol type, 500ml | 350.00 | 700.00 |
| 155. | 1 | PACK | GARBAGE BAG, XL, YELLOW, 100's | 500.00 | 500.00 |
| 156. | 12 | pcs | BROOM or Walis, soft | 500.00 | 6,000.00 |
| 157. | 5 | pcs | BROOM, Stick (Ting-Ting), usable length: 760mm min | 150.00 | 750.00 |
| 158. | 1 | pair | Rubber Gloves for cleaning (HD) | 150.00 | 150.00 |
| 159. | 2 | pcs | Dust Pan, Heavy Duty, Plastic, BIG | 70.00 | 140.00 |
| 160. | 1 | pc | Dust Pan, Heavy Duty, Durable, Outdoor, Stainless, BIG, with Long handle | 1,000.00 | 1,000.00 |
| 161. | 2 | sets | Trash Can, plastic, with Swing Lid cover, durable, 14 Liters | 200.00 | 400.00 |
| 162. | 6 | pcs | WD-40 Smart Straw Multi-Use Product, 12oz or 340g | 550.00 | 3,300.00 |

| | | | | | |
|---------------------|----|---------|--|----------|-------------------|
| 163. | 1 | unit | Automatic Air or Aerosol Freshener Dispenser Wall Mounted Spray Dispenser (Battery-operated) | 2,000.00 | 2,000.00 |
| 164. | 5 | pcs | Automatic Spray Refill Lavender or Vanilla, 175g | 400.00 | 2,000.00 |
| 165. | 4 | pcs | Cleaning Cloth | 50.00 | 200.00 |
| 166. | 4 | pcs | Floor Liquid Polish, NATURAL, 500 ml | 210.00 | 840.00 |
| 167. | 6 | yards | Brown Cloth (Jute, Burlap cloth), uncut | 350.00 | 2,100.00 |
| 168. | 5 | bottles | Metal Polisher | 150.00 | 750.00 |
| 169. | 22 | bottles | ALCOHOL 70% , ethyl 500ml | 93.00 | 2,046.00 |
| 170. | 4 | liters | ALCOHOL 70% , ethyl with pump 1000ml | 250.00 | 1,000.00 |
| 171. | 6 | gals | ANTIBACTERIAL HAND SANITIZER, 70% solution gallon | 665.00 | 3,990.00 |
| 172. | 30 | cans | DISINFECTANT SPRAY 510g | 625.00 | 18,750.00 |
| 173. | 12 | bottles | HAND SOAP, Liquid, 500ml | 205.00 | 2,460.00 |
| 174. | 20 | packs | INTERFOLDED PAPER TOWELS | 62.00 | 1,240.00 |
| 175. | 4 | pcs | Caution Wet Floor signage, A-Type Floor signage, Color yellow, durable plastic, BIG, Heavy duty | 900.00 | 3,600.00 |
| 176. | 3 | pcs | Wooden Tray with handles, at least 46 cm, WOOD, Hi Quality | 500.00 | 1,500.00 |
| 177. | 2 | pcs | PAIL, 10L | 120.00 | 240.00 |
| 178. | 2 | pcs | PAIL, 16L | 235.00 | 470.00 |
| 179. | 3 | sets | TORNADO MOP, big | 1,450.00 | 4,350.00 |
| 180. | 1 | pc | Outdoor Trash Can Large Commercial 240L, Plastic, with Wheels, color Green, height 107cm, heavy duty | 7,000.00 | 7,000.00 |
| TOTAL AMOUNT | | | | | 474,394.00 |

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 March 27, 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