



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 Various Supplies and Equipment for OP**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies and Materials for OBS”** with an Approved Budget for the Contract (ABC) of **Ninety-Three Thousand Three Hundred Five Pesos Only (PhP 93,305.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	pc	BATTERY, AA, 2's, HD	70.00	1,400.00
2.	20	pc	BATTERY, AAA, 2's, HD	70.00	1,400.00
3.	10	pc	CERTIFICATE HOLDER, A4 SIZE", plastic with board	44.00	440.00
4.	10	pc	CERTIFICATE HOLDER, A4, with board	44.00	440.00
5.	5	box	CLIP, backfold, 15mm, 12's	12.00	60.00
6.	5	box	CLIP, backfold, 32mm, 12's	28.00	140.00
7.	5	box	CLIP, backfold, 41mm, 12's	55.00	275.00
8.	50	pc	SIGN PEN, black, 1.0	64.00	3,200.00
9.	50	pc	SIGN PEN, blue, 1.0	64.00	3,200.00
10.	25	ream	COPY PAPER, A4 80gsm	210.00	5,250.00
11.	10	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	1,050.00
12.	10	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	1,050.00
13.	10	pad	RULED PAD PAPER, Yellow, Class A	60.00	600.00
14.	20	pc	STICKY NOTE PADS, yellow, 2"x3"	61.00	1,220.00
15.	20	pc	STICKY NOTE PAD, yellow, 3 x 5	109.00	2,180.00
16.	100	pc	ENVELOPE, expanding, long, GREEN	14.00	1,400.00
17.	100	pc	ENVELOPE, expanding, long, KRAFT	14.00	1,400.00
18.	2	pc	EXTENSION CORD, 4-universal plug, HD with individual switches	750.00	1,500.00
19.	25	pack	INTERFOLDED PAPER TOWELS	62.00	1,550.00
20.	10	pc	ALBATROSS, big	60.00	600.00
21.	5	pc	CLEANING TOWEL, 12's / pack	250.00	1,250.00
22.	10	bottle	DISHWASHING LIQUID, 1000mL	102.00	1,020.00
23.	10	pack	GARBAGE BAG, medium, transparent, 100's	175.00	1,750.00
24.	10	pack	GARBAGE BAG, small, transparent, 100's	112.00	1,120.00
25.	2	bottle	GLASS CLEANER, 350ml	225.00	450.00
26.	10	pc	SCOTCH BRITE with foam	37.00	370.00
27.	4	pc	SCISSOR, 6", HD	80.00	320.00
28.	4	pc	STAMPING DATE, self-inking stamp, shiny	450	1,800.00
29.	4	pc	STAPLER, HD, with remover, #35	130.00	520.00
30.	1	unit	PAPER SHREDDER, HD, cross-cut, 30L	22,000.00	22,000.00
31.	2	unit	EXTERNAL HARDDRIVE, 2TB	7,700.00	15,400.00
32.	5	unit	FLASH DRIVE, 64GB	1,450.00	7,250.00

33.	4	unit	KEYBOARD, WIRELESS	555.00	2,220.00
34.	4	unit	MOUSE, Optical, WIRELESS	470.00	1,880.00
35.	1	unit	WIRELESS ROUTER, wireless speed 867mbps at 5GHz; 300mbps at 2.4GHz, transit power 2.4GHz; 5GHz, wireless function enable/disable wireless radio, WDS Bridge, WMM, Wireless Statistics, Wireless security 64/128 bit WEP, WPA/WPA2, WPA-PSK/WPA-PSK2 encryptions	3,400.00	3,400.00
36.	5	pc	TRAY, SERVING	190.00	950.00
37.	2	pc	RUBBER SQUIGEE	175.00	350.00
38.	2	set	TORNADO MOP, big	1,450.00	2,900.00
<b>TOTAL AMOUNT</b>					<b>93,305.00</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 March 25, 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