



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 PROPOSAL
Supply and Delivery of Office Supplies and Materials for CAS

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 CAS”** with an Approved Budget for the Contract (ABC) of **One Hundred Twenty-Seven Thousand Seven Hundred Fifty-Eight Pesos Only (PhP 127,758.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	90	pc	BALLPEN, black	5.00	450.00
2.	30	pc	BALLPEN, blue	5.00	150.00
3.	90	pc	BALLPEN, red	5.00	450.00
4.	10	pc	BATTERY, AAA, 2's, HD	70.00	700.00
5.	14	pc	CABLE, HDMI, 3m	300.00	4,200.00
6.	20	pc	CERTIFICATE HOLDER, A4 SIZE", clear plastic	25.00	500.00
7.	32	pc	CERTIFICATE HOLDER, A4, with board	44.00	1,408.00
8.	36	box	CLIP, backfold, 32mm, 12's	28.00	1,008.00
9.	10	bottle	INK REFILL, permanent marker, black	84.00	840.00
10.	30	bottle	INK REFILL, white boardmarker, black	83.00	2,490.00
11.	12	box	LEAD FOR MECHANICAL PENCIL	39.00	468.00
12.	20	pc	MARKING PEN, permanent, Broad, black	35.00	700.00
13.	30	pc	MARKING PEN, permanent, Fine, black	35.00	1,050.00
14.	10	pc	MARKING PEN, permanent, Superfine, black	38.00	380.00
15.	4	box	PENCIL, #2, 12's/bx	75.00	300.00
16.	12	pc	PENCIL, mechanical, with 0.5mm lead	35.00	420.00
17.	10	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	20.00	200.00
18.	3	pc	SIGN PEN, black, 0.5	64.00	192.00
19.	100	pc	SIGN PEN, black, 0.7	64.00	6,400.00
20.	2	pc	SIGN PEN, black, 1.0	64.00	128.00
21.	2	pc	SIGN PEN, blue, 1.0	64.00	128.00
22.	100	pc	SIGN PEN, red, 0.7	64.00	6,400.00
23.	2	pc	SIGN PEN, red, 1.0	64.00	128.00
24.	5	bottle	STAMP PAD INK, black	20.00	100.00
25.	12	roll	TAPE, DOUBLE ADHESIVE, 2"	45.00	540.00
26.	7	roll	TAPE, DOUBLE ADHESIVE, 3"	82.00	574.00
27.	6	box	THUMBTACKS	10.00	60.00
28.	50	pc	CERTIFICATE JACKET	80.00	4,000.00
29.	6	ream	COLORED BONDPAPER, A4, S20 (70 gsm), yellow	250.00	1,500.00
30.	4	ream	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	251.00	1,004.00
31.	1	ream	COLORED BONDPAPER, short, S20 (70 gsm), assorted colors	252.00	252.00

32.	1	ream	COLORED BONDPAPER, long, S20 (70 gsm), assorted colors	253.00	253.00
33.	15	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	1,575.00
34.	5	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	525.00
35.	10	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	28.00	280.00
36.	50	pack	SPECIALTY PAPER, 10's/pack, WHITE, A4	36.00	1,800.00
37.	10	pack	STICKER PAPER GLOSSY, 10's/pack, A4	35.00	350.00
38.	5	pack	STICKER PAPER MATTE, 10's/pack, A4	35.00	175.00
39.	50	pc	BROWN ENVELOPE, for A4 size document	2.00	100.00
40.	50	pc	BROWN ENVELOPE, for Long size document	3.00	150.00
41.	30	pc	ENVELOPE, Plastic, long	11.00	330.00
42.	30	pc	ENVELOPE, expanding, A4, KRAFT	14.00	420.00
43.	10	box	FASTENER, for paper, Plastic coated, 50 sets per box	50.00	500.00
44.	50	pc	US FOLDER, A4, white	5.00	250.00
45.	50	pc	FOLDER, TAGBOARD, Legal size, white	5.00	250.00
46.	50	pc	INDEX TAB, self adhesive, 5's, assorted colors	74.00	3,700.00
47.	69	bottle	EPSON INK, BOTTLE, 003, black	310.00	21,390.00
48.	63	bottle	EPSON INK, BOTTLE, 003, magenta	310.00	19,530.00
49.	63	bottle	EPSON INK, BOTTLE, 003, yellow	310.00	19,530.00
50.	63	bottle	EPSON INK, BOTTLE, 003, cyan	310.00	19,530.00
TOTAL AMOUNT				127,758.00	127,758.00

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 April 16, 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