



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 CvSU Gentry Campus

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 CvSU Gentry Campus**” with an Approved Budget for the Contract (ABC) of **Sixty-Nine Thousand Eight Hundred Twenty-Nine Pesos Only (PhP 69,829.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	24	pc	BALLPEN, black	5.00	120.00
2.	24	pc	BALLPEN, blue	5.00	120.00
3.	24	pc	CLIP, backfold, 15mm, 12's	12.00	288.00
4.	24	pc	CLIP, backfold, 32mm, 12's	28.00	672.00
5.	15	bottle	EPSON INK, BOTTLE, 003, black	310.00	4,650.00
6.	10	bottle	EPSON INK, BOTTLE, 003, cyan	310.00	3,100.00
7.	10	bottle	EPSON INK, BOTTLE, 003, magenta	310.00	3,100.00
8.	10	bottle	EPSON INK, BOTTLE, 003, yellow	310.00	3,100.00
9.	12	pc	EPSON RIBBON FOR LX-310	140.00	1,680.00
10.	10	pc	ERASER, felt, for white/black boards	18.00	180.00
11.	2	pc	GESTETNER TONER FOR PHOTOCOPY MACHINE, MP1500	3,200.00	6,400.00
12.	12	pc	GLUE STICK, big	10.00	120.00
13.	12	pc	GLUE STICK, small	5.00	60.00
14.	5	pack	LAMINATING FILM, A4, 250 mic	1,020.00	5,100.00
15.	12	pack	INDEX TAB FLAGS, SIGN HERE, yellow	192.00	2,304.00
16.	12	pc	PHOTO FRAME, with stand, A4 SIZE	90.00	1,080.00
17.	5	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	525.00
18.	24	pc	SHOELACE	20.00	480.00
19.	10	pc	SIGN PEN, black, 0.5	64.00	640.00
20.	10	pc	SIGN PEN, blue, 0.5	64.00	640.00
21.	12	bottle	STAMP PAD INK, black	20.00	240.00
22.	10	pack	STICKER PAPER GLOSSY, 10's/pack, A4	35.00	350.00
23.	12	pc	STICKYNOTE PAD, yellow, 3 x 5	109.00	1,308.00
24.	12	pc	STICKYNOTE PADS, yellow, 1.5"x2	31.00	372.00
25.	10	roll	TAPE, DOUBLE ADHESIVE, 1"	25.00	250.00
26.	10	roll	TAPE, DOUBLE ADHESIVE, 2"	45.00	450.00
27.	10	box	THUMB TACKS	10.00	100.00
28.	10	pc	CORRUGATED BOX, for A4 size documents	60.00	600.00
29.	10	pc	CORRUGATED BOX, for legal size documents	71.00	710.00
30.	5	unit	BULLETIN BOARD, cork board, 3'x5	1,690.00	8,450.00
31.	1	unit	BULLETIN BOARD, cork board, 3'x5', with stand	5,625.00	5,625.00

32.	1	unit	BULLETINBOARD, cork board, 4'x8	3,150.00	3,150.00
33.	1	unit	BULLETINBOARD, whiteboard, 4'x8	4,300.00	4,300.00
34.	2	pc	CALCULATOR, SCIENTIFIC, 12 digits	625.00	1,250.00
35.	1	pc	Cork bord 60x90 cm	600.00	600.00
36.	5	pc	DATINGAND STAMPINGMACHINE, HD	386.00	1,930.00
37.	5	pc	DESK TRAY, METAL, 3 layers	550.00	2,750.00
38.	1	unit	GLUE GUN, big	120.00	120.00
39.	1	unit	GLUE GUN, small	115.00	115.00
40.	10	pc	SCISSOR,6", HD	80.00	800.00
41.	10	pc	STAPLER, HD	120.00	1,200.00
42.	5	pc	TAPE DISPENSER, handheld	160.00	800.00
TOTAL AMOUNT					69,829.00

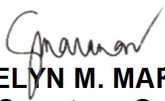
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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