



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 and Materials for CvSU Trece Martires City Campus**

- 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 Trece Martires City Campus”** with an Approved Budget for the Contract (ABC) **Two Hundred Forty-Three Thousand Seven Hundred Sixteen Pesos Only (PhP 243,716.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

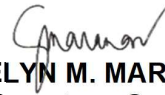
Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	1	roll	ACETATE, gauge #4, 50m per roll, plastic cover	1,100.00	1,100.00
2.	10	pc	CABLE, HDMI, 3m	300.00	3,000.00
3.	2	pc	CARBON FILM (8.5 x 13), plastro foil, blue	450.00	900.00
4.	10	pc	PHOTO FRAME, with stand, A4 SIZE	90.00	900.00
5.	10	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	20.00	200.00
6.	20	roll	Colored Tapes 12mmx40M; yellow, orange, red, blue	48.00	960.00
7.	25	box	INDEX TAB, Insertable Self-Adhesive Index Tabs with Printable Inserts, 1.5", Clear, Pack Of 25	200.00	5,000.00
8.	100	ream	COPY PAPER, A4, 80gsm	210.00	21,000.00
9.	3	ream	PARCHMENT PAPER, A4, Subs 20	287.00	861.00
10.	10	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	1,050.00
11.	10	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	1,050.00
12.	25	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	28.00	700.00
13.	25	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	28.00	700.00
14.	25	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	28.00	700.00
15.	10	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, LONG	28.00	280.00
16.	15	pack	PHOTO STICKER PAPER, A4 glossy	95.00	1,425.00
17.	15	pack	PHOTO STICKER PAPER, A4 matte	95.00	1,425.00
18.	10	ream	COPY PAPER, A3, 80gsm	550.00	5,500.00
19.	40	pack	NOTARIAL SEAL, gold, with adhesive, No.23, 40s per pack	65.85	2,634.00
20.	10	pc	ENVELOPE, Plastic, expanding, A4 with handle	67.00	670.00
21.	10	pc	ENVELOPE, expanding, A4, GREEN	14.00	140.00
22.	15	pc	FOLDER, plastic, L-type, legal	9.00	135.00

23.	1	box	FOLDER, Pressboard with metal tab, 100s/box, A4, green	1,875.00	1,875.00
24.	1	box	FOLDER, Pressboard, plain 50's, long, green	525.00	525.00
25.	75	pc	FOLDER, Pressboard, plain, A4, green	11.00	825.00
26.	20	pc	FOLDER, sliding, gray morocco with plastic cover, A4	19.00	380.00
27.	8	pc	FOLDER, sliding, plastic, green, long	10.00	80.00
28.	15	pc	INDEX TAB, self-adhesive, 5's, assorted colors	74.00	1,110.00
29.	5	pc	FOLDER, PAPER CLIP BOARD, A4 320X325mm	55.00	275.00
30.	10	bottle	BROTHER, INK in bottle, BT5000C, cyan	430.00	4,300.00
31.	10	bottle	BROTHER, INK in bottle, BT5000M, magenta	430.00	4,300.00
32.	10	bottle	BROTHER, INK in bottle, BT5000Y, yellow	430.00	4,300.00
33.	8	bottle	BROTHER, INK in bottle, BT6000BK, black	430.00	3,440.00
34.	7	bottle	BROTHER, INK in bottle, BT6000BK, black	430.00	3,010.00
35.	20	bottle	EPSON INK, BOTTLE, 003, black	310.00	6,200.00
36.	15	bottle	EPSON INK, BOTTLE, 003, magenta	310.00	4,650.00
37.	15	bottle	EPSON INK, BOTTLE, 003, yellow	310.00	4,650.00
38.	15	bottle	EPSON INK, BOTTLE, 003, cyan	310.00	4,650.00
39.	125	pc	DIPLOMA JACKET, A4 SIZE, COLOR GREEN, FOAMED WITH CvSU LOGO, CUSTOMIZED	1,150.00	143,750.00
40.	20	box	STAPLE WIRE, #35	50.00	1,000.00
41.	3	pc	STAMP PAD INK, Blue 30ml	20.00	60.00
42.	2	pc	STAMP PAD INK, Black 30ml	20.00	40.00
43.	1	bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	501.00	501.00
44.	1	bundle	RING BINDER, 3", plastic, 10pcs/bundle, black	665.00	665.00
45.	15	pc	Folder Cream A4 size	10.00	150.00
46.	4	pc	SCISSOR, 6", HD	75.00	300.00
47.	5	pc	Long Clip Board, Black	60.00	300.00
48.	10	pc	Stand file box	170.00	1,700.00
49.	10	pc	CORRECTION TAPE, 10m	35.00	350.00
<b>TOTAL AMOUNT</b>					<b>243,716.00</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 April 10, 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