



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 PRG-UEC**

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 PRG-UEC”** with an Approved Budget for the Contract (ABC) **Fifty-One Thousand Seven Hundred Fifty-Seven Pesos Only (Php 51,757.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1	50	pc	BALLPEN, black	5.00	250.00
2	20	pc	BATTERY, AA, 2's, HD	70.00	1,400.00
3	10	pc	BATTERY, AAA, 2's, HD	70.00	700.00
4	40	ream	COPY PAPER, A4, 70gsm	175.00	7,000.00
5	1	box	ENVELOPE, mailing (long), 500 pcs/box	245.00	245.00
6	20	bottle	EPSON INK, BOTTLE, 003, black	310.00	6,200.00
7	6	bottle	EPSON INK, BOTTLE, 003, cyan	310.00	1,860.00
8	6	bottle	EPSON INK, BOTTLE, 003, magenta	310.00	1,860.00
9	6	bottle	EPSON INK, BOTTLE, 003, yellow	310.00	1,860.00
10	6	box	FASTENER, for paper, Plastic coated, 50 sets/box	50.00	300.00
11	8	pc	FLOURESCENT MARKER, blue	20.00	160.00
12	8	pc	FLOURESCENT MARKER, green	20.00	160.00
13	8	pc	FLOURESCENT MARKER, orange	20.00	160.00
14	8	pc	FLOURESCENT MARKER, pink	20.00	160.00
15	3	pack	LAMINATING FILM, A4, 125 mic	560.00	1,680.00
16	4	pack	LAMINATING FILM, A4, 250 mic	1,020.00	4,080.00
17	24	pc	MARKING PEN, permanent, Broad, black	35.00	840.00
18	12	pc	MARKING PEN, permanent, Fine, black	35.00	420.00
19	3	pad	NOTE PAD, (3"x3"), 100 sheets per pad	67.00	201.00
20	4	pad	NOTE PAD, (3"x4"), 100 sheets per pad	105.00	420.00
21	20	pc	SIGN PEN, black, 0.5	64.00	1,280.00
22	12	pc	SIGN PEN, black, 0.7	64.00	768.00
23	3	bottle	STAMP PAD INK, black	20.00	60.00
24	4	box	STAPLE WIRE, HD, 23/17, for heavy duty staplers, metal, non-rust	50.00	200.00
25	20	pack	STICKER PAPER MATTE, 10's/pack, A4	35.00	700.00
26	6	pc	STICKY NOTE PAD, yellow, 3 x 5	109.00	654.00
27	6	pc	STICKY NOTE PADS, yellow, 3"x4"	94.00	564.00
28	12	roll	TAPE, DOUBLE ADHESIVE, 1"	25.00	300.00
29	12	roll	TAPE, DOUBLE ADHESIVE, 2"	45.00	540.00
30	6	roll	TAPE, DUCT, 2"	70.00	420.00
31	6	roll	TAPE, DUCT, 3"	232.00	1,392.00
32	10	roll	TAPE, MAGIC, 1"	251.00	2,510.00
33	100	pc	US FOLDER, A4, white	5.00	500.00
34	10	pc	CLEANING TOWEL	38.00	380.00
35	4	bottle	GLASS CLEANER	225.00	900.00

36	6	pc	SOAP, BATHROOM, 90 grams, 1 piece in individual pack	26.00	156.00
37	10	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled	120.00	1,200.00
38	1	dz	FORK, stainless 12s	331.00	331.00
39	1	dz	SPOON, stainless 12s	331.00	331.00
40	3	pc	CALCULATOR, SCIENTIFIC, 12 digits	625.00	1,875.00
41	2	unit	PUNCHER, 3-hole, HD	1,300.00	2,600.00
42	6	pc	SCISSOR, 6", HD	80.00	480.00
43	2	pc	TAPE DISPENSER, handheld	160.00	320.00
44	1	pc	WALL CLOCK, quartz	350.00	350.00
45	3	unit	KEYBOARD, USB-TYPE	490.00	1,470.00
46	3	unit	MOUSE, Optical, USB	350.00	1,050.00
47	1	unit	MOUSE, Optical, WIRELESS	470.00	470.00
<b>TOTAL AMOUNT</b>					<b>51,757.00</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 1, 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