



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 QUOTATION
Supply and Delivery of Various Supplies, Materials and Equipment for Procurement Office

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies, Materials and Equipment for Procurement Office”** with an Approved Budget for the Contract (ABC) **Eighty Thousand Eight Hundred Seventy-Three Pesos Only (PhP 80,873.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	3	Bxs	ACETATE (transparency film) A4	325.00	975.00
2.	5	Bxs	BALLPEN, black, 0.5	250.00	1,250.00
3.	10	Pcs	BATTERY, AA, 2's, HD	70.00	700.00
4.	10	Pcs	BATTERY, AAA, 2's, HD	70.00	700.00
5.	3	Sets	BATTERY, rechargeable, 4 pieces with charger	1,300.00	3,900.00
6.	100	Pcs	BROWN ENVELOPE, for A4 size document	2.00	200.00
7.	6	Rms	COPY PAPER, A3, 70gsm	450.00	2,700.00
8.	50	Rms	COPY PAPER, A4 70gsm	175.00	8,750.00
9.	10	Rms	COPY PAPER, A4 80gsm	210.00	2,100.00
10.	1	Rm	COLORED BONDPAPER, A4, S20 (70 gsm), green	250.00	250.00
11.	5	Packs	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	35.00	175.00
12.	15	Btls	EPSON INK, BOTTLE, 003, black	310.00	4,650.00
13.	10	Bxs	FASTENER, for paper, Plastic coated, 50 sets per box	50.00	500.00
14.	5	Bxs	FASTENER, for paper, Plastic coated, long, 50 sets per box	130.00	650.00
15.	200	Pcs	FOLDER, plastic, L-type, legal	9.00	1,800.00
16.	200	Pcs	FOLDER, Pressboard, plain, long, green	11.00	2,200.00
17.	100	Pcs	FOLDER, TAGBOARD, Legal size, white	5.00	500.00
18.	2	Pcs	GESTETNER TONER FOR PHOTOCOPY MACHINE, M2701	3,500.00	7,000.00
19.	10	Packs	INDEX TAB FLAGS, SIGN HERE, yellow	192.00	1,920.00
20.	2	Packs	LAMINATING FILM, 8.5"x11", 125 mic	500.00	1,000.00
21.	12	Pcs	MARKING PEN, permanent, Fine, black	35.00	420.00
22.	10	Bundles	RING BINDER, 1/2", plastic, 10pcs/bundle, black	100.00	1,000.00
23.	10	Pcs	SIGN PEN, black, 0.5	64.00	640.00
24.	20	Pcs	SIGN PEN, blue, 0.5	64.00	1,280.00
25.	10	Packs	SPECIALTY PAPER, 10's/pack, CREAM, A4	36.00	360.00
26.	5	Pcs	STICKY NOTE PADS, yellow, 1.5"x2"	31.00	155.00
27.	5	Pcs	STICKY NOTE PADS, yellow, 2"x3"	61.00	305.00
28.	4	Rolls	TAPE, DOUBLE ADHESIVE, 1"	25.00	100.00

29.	1	Pc	ACRYLIC BOX, paper holder	800.00	800.00
30.	5	Units	CUTTER, HD	84.00	420.00
31.	3	Pcs	DOCUMENT BOX, board, HD	335.00	1,005.00
32.	20	Pcs	TABLE NAME HOLDER, acrylic	200.00	4,000.00
33.	6	Bxs	PAPER CLIP, vinyl/plastic coated, 50mm	28.00	168.00
34.	3	Pcs	PUNCHER, two-hole, heavy duty	350.00	1,050.00
35.	2	Ltrs	ALCOHOL 70% , ethyl 1000ml	215.00	430.00
36.	20	Dz	BATHROOM TISSUE, Coreless plain	67.00	1,340.00
37.	5	Btls	DISHWASHING LIQUID, 1000mL	102.00	510.00
38.	5	Pcs	DISHWASHING SCOURING PAD WITH FOAM	43.00	215.00
39.	5	Cans	DISINFECTANT SPRAY 510g	625.00	3,125.00
40.	10	Packs	GARBAGE BAG, L, transparent, 100's	245.00	2,450.00
41.	2	Units	KEYBOARD, USB-TYPE	490.00	980.00
42.	2	Units	MOUSE, Optical, USB	350.00	700.00
43.	5	Units	UPS, 650VA, 230V	3,500.00	17,500.00
TOTAL AMOUNT					80,873.00

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 8, 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