



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 Office Supplies and Materials for College of Medicine

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 College of Medicine”** with an Approved Budget for the Contract (ABC) **Ninety-Nine Thousand Six Hundred Forty-Two Pesos and 15/100 Only (PhP 99,642.15)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	cart	INK CART, EPSON C13T664100 (T6641), Black	249.60	4,992.00
2.	12	cart	INK CART, EPSON C13T664200 (T6642), Cyan	249.60	2,995.20
3.	12	cart	INK CART, EPSON C13T664300 (T6643), Magenta	249.60	2,995.20
4.	12	cart	INK CART, EPSON C13T664400 (T6644), Yellow	249.60	2,995.20
5.	40	pc	SIGN PEN, black	20.26	810.40
6.	30	pc	SIGN PEN, blue	20.26	607.80
7.	15	pc	SIGN PEN, red	20.26	303.90
8.	5	pc	STAPLE WIRE, standard	22.41	112.05
9.	40	pcs	BATTERY, AA, 2's, HD	77.00	3,080.00
10.	20	pcs	BATTERY, AAA, 2's, HD	77.00	1,540.00
11.	2	pcs	CABLE VGA 3m	550.00	1,100.00
12.	8	box	CLIP, backfold, 15mm, 12's	13.00	104.00
13.	6	box	CLIP, backfold, 32mm, 12's	40.00	240.00
14.	6	box	CLIP, backfold, 41mm, 12's	55.00	330.00
15.	2	pc	DVI to VGA Converter	520.00	1,040.00
16.	22	bottle	EPSON INK, BOTTLE, 003, black	290.00	6,380.00
17.	12	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	3,480.00
18.	12	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	3,480.00
19.	150	pc	ID JACKET, clear plastic, B2 (121x79mm - upright)	13.00	1,950.00
20.	5	bottle	INK REFILL, white boardmarker, black	146.00	730.00
21.	2	pack	LAMINATING FILM, 8.5"x11", 125 mic	606.00	1,212.00
22.	2	pack	LAMINATING FILM, 8.5"x11", 250 mic	1,185.00	2,370.00
23.	2	pack	LAMINATING FILM, A4, 125 mic	661.50	1,323.00
24.	2	pack	LAMINATING FILM, A4, 250 mic	1,323.00	2,646.00
25.	6	pack	MAP PIN, round head, 100 pieces per case	38.50	231.00
26.	1	pc	PADDING GLUE, 1/2kg, red	220.50	220.50
27.	12	box	PENCIL, #1, 12's/bx	88.20	1,058.40
28.	12	box	PENCIL, #2, 12's/bx	88.20	1,058.40
29.	3	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	19.00	57.00
30.	5	bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	264.60	1,323.00
31.	5	bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	93.70	468.50

32.	5	bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	452.00	2,260.00
33.	5	bundle	RING BINDER, 3", plastic, 10pcs/bundle, black	661.50	3,307.50
34.	5	bundle	RING BINDER, 3/4", plastic, 10pcs/bundle, black	176.40	882.00
35.	5	bundle	RING BINDER, 3/8", plastic, 10pcs/bundle, black	77.10	385.50
36.	24	pc	SIGN PEN, black, 0.5	68.00	1,632.00
37.	24	pc	SIGN PEN, black, 0.7	68.00	1,632.00
38.	24	pc	SIGN PEN, black, 1.0	68.00	1,632.00
39.	24	pc	SIGN PEN, blue, 0.5	68.00	1,632.00
40.	24	pc	SIGN PEN, blue, 0.7	68.00	1,632.00
41.	24	pc	SIGN PEN, blue, 1.0	68.00	1,632.00
42.	24	pc	SIGN PEN, red, 0.5	68.00	1,632.00
43.	10	pack	STICKER PAPER MATTE, 10's/pack, A4	38.50	385.00
44.	24	pc	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	741.60
45.	24	pc	STICKY NOTE PADS, yellow, 2"x3"	60.65	1,455.60
46.	24	pc	STICKY NOTE PADS, yellow, 3"x3"	66.15	1,587.60
47.	24	pc	STICKY NOTE PADS, yellow, 3"x4"	93.70	2,248.80
48.	1	roll	TAPE, MAGIC, 1"	251.00	251.00
49.	12	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	3,480.00
50.	20	pc	3 Gang Extension Cord	500.00	10,000.00
51.	10	pc	2 layer tray for in-coming and out-going communications	1,000.00	10,000.00
TOTAL AMOUNT					99,642.15

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 May 15, 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