



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 CvSU Imus 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 Imus Campus**” with an Approved Budget for the Contract (ABC) **Two Hundred Forty-Nine Thousand Seven Hundred Sixty-Three Pesos and 50/100 Only (PhP 249,763.50)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	12	roll	ACETATE, gauge #2.6, 50m per roll (plastic cover)	740.00	8,880.00
2.	1	pc	ACRYLIC TABLE SIGNAGE, 16in x 4in	2,000.00	2,000.00
3.	600	pc	BALLPEN, black, 0.7mm	8.00	4,800.00
4.	100	pc	BALLPEN, blue, 0.7mm	8.00	800.00
5.	100	pc	BALLPEN, red, 0.7mm	8.00	800.00
6.	24	pc	BATTERY, AA, 2's, HD	70.00	1,680.00
7.	24	pc	BATTERY, AAA, 2's, HD	70.00	1,680.00
8.	100	pc	BROWN ENVELOPE, A4	3.00	300.00
9.	100	pc	BROWN ENVELOPE, Long	3.00	300.00
10.	10	pc	CABLE, HDMI, 3m	300.00	3,000.00
11.	12	box	CLIP, backfold, 15mm, 12's	17.00	204.00
12.	12	box	CLIP, backfold, 32mm, 12's	37.00	444.00
13.	12	box	CLIP, backfold, 41mm, 12's	55.00	660.00
14.	6	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	250.00	1,500.00
15.	100	pc	ENVELOPE, expanding, A4, KRAFT	15.00	1,500.00
16.	100	pc	ENVELOPE, expanding, long, KRAFT	15.00	1,500.00
17.	200	bottle	EPSON INK, BOTTLE, 003, black	275.00	55,000.00
18.	100	bottle	EPSON INK, BOTTLE, 003, cyan	275.00	27,500.00
19.	100	bottle	EPSON INK, BOTTLE, 003, magenta	275.00	27,500.00
20.	100	bottle	EPSON INK, BOTTLE, 003, yellow	275.00	27,500.00
21.	10	pc	EPSON RIBBON FOR LX-310, 18m	140.00	1,400.00
22.	50	box	FASTENER, for paper, Plastic coated, 50 sets per box	50.00	2,500.00
23.	60	pc	FLOURESCENT MARKER, yellow, bullet tip, 0.275mm	20.00	1,200.00
24.	4	box	FOLDER, Pressboard, plain 50's, long, green	850.00	3,400.00
25.	100	pc	FOLDER, Pressboard, plain, A4, green	20.00	2,000.00
26.	6	pc	GESTETNER TONER FOR PHOTOCOPY MACHINE, MP1500	3,200.00	19,200.00
27.	12	pc	GLUE STICK, big, 11mm x 238mm	10.00	120.00
28.	12	pc	GLUE STICK, small, 7.5mm x 182mm	7.00	84.00
29.	24	bottle	GLUE, multi purpose, 40g	30.00	720.00
30.	12	pack	LAMINATING FILM, A4, 125 mic	390.00	4,680.00
31.	12	pack	MAP PIN, round head, 100 pieces per case	35.00	420.00
32.	24	pc	MARKING PEN, permanent, black	38.00	912.00
33.	24	pc	MARKING PEN, permanent, blue	38.00	912.00

34.	12	pc	MARKING PEN, permanent, red	38.00	456.00
35.	12	bottle	PADDING CEMENT, red	350.00	4,200.00
36.	4	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	420.00
37.	12	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	20.00	240.00
38.	1,000	pc	PVC ID, Plain Card, 30mil, 250/bx	16.50	16,500.00
39.	2	pc	RIBBON/RETRANSFER FILM for ID printer	7,166.00	14,332.00
40.	2	PIECE	SAFETY BOX, L20 x W31 x H20cm	2,699.75	5,399.50
41.	4	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	30.00	120.00
42.	12	pack	STICKER PAPER MATTE, 10's/pack, A4	45.00	540.00
43.	24	roll	TAPE, DOUBLE ADHESIVE, 1"	25.00	600.00
44.	24	roll	TAPE, DUCT, 2"	70.00	1,680.00
45.	12	box	THUMBTACKS, 24pcs/bx	15.00	180.00
TOTAL AMOUNT					249,763.50

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