



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 PROPOSAL**  
**Supply and Delivery of Office Supplies and Materials for CvSU Trece Martires City 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 Trece Martires City Campus”** with an Approved Budget for the Contract (ABC) of **Eighty-Seven Thousand Three Hundred Seven Pesos Only (PhP 87,307.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	pc	BATTERY, AA, 2's, HD	70.00	1,400.00
2.	20	pc	BATTERY, AAA, 2's, HD	70.00	1,400.00
3.	50	pc	CERTIFICATE HOLDER, A4, with board	44.00	2,200.00
4.	1	pc	FLAG, Campus, 4 x 8	6,500.00	6,500.00
5.	15	pack	INDEX TAB FLAGS, SIGN HERE, yellow	192.00	2,880.00
6.	20	pc	MARKING PEN, permanent, Broad, black	35.00	700.00
7.	20	pc	MARKING PEN, permanent, Fine, black	35.00	700.00
8.	10	pc	MARKING PEN, permanent, Superfine, black	38.00	380.00
9.	10	pc	PHOTO FRAME, with stand, A4 SIZE	90.00	900.00
10.	20	pc	SIGN PEN, black, 0.5	64.00	1,280.00
11.	50	pc	SIGN PEN, black, 1.0	64.00	3,200.00
12.	20	pc	SIGN PEN, blue, 0.7	64.00	1,280.00
13.	50	pc	SIGN PEN, blue, 1.0	64.00	3,200.00
14.	5	bottle	STAMP PAD INK, black	20.00	100.00
15.	10	box	THUMB TACKS No.153	10.00	100.00
16.	5	roll	TAPE, DOUBLE ADHESIVE, 1"	25.00	125.00
17.	20	pc	CORRECTION TAPE, 10m	36.00	720.00
18.	5	ream	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	250.00	1,250.00
19.	2	ream	COLORED BONDPAPER, A4, S24 (80 gsm), assorted colors	464.00	928.00
20.	20	ream	COPY PAPER, long (8.5"x13"), 80gsm	240.00	4,800.00
21.	100	ream	COPY PAPER, A4 80gsm	210.00	21,000.00
22.	10	pack	MANILA PAPER, 10sheets per pack	40.00	400.00
23.	5	pc	NOTE BOOK, flag-type, 30-60 leaves, spiral	20.00	100.00
24.	5	pc	STICKY NOTE PADS, 2" x 2", 400's, asstd	172.00	860.00
25.	50	pc	BROWN ENVELOPE, for A4 size document	2.00	100.00
26.	20	pc	ENVELOPE, Plastic, expanding, A4	56.00	1,120.00
27.	10	pc	ENVELOPE, Plastic, expanding, A4 with handle	67.00	670.00
28.	50	pc	ENVELOPE, Plastic, expanding, long	67.00	3,350.00

29.	10	pc	ENVELOPE, expanding, A4, GREEN	14.00	140.00
30.	2	pc	FILE ORGANIZER, Plastic, expanding, with divider without handle (accordion file), long	125.00	250.00
31.	2	pc	FILE ORGANIZER, Plastic, expanding, with divider, A4	82.00	164.00
32.	20	pc	FOLDER, plastic, L-type, A4	8.00	160.00
33.	5	pc	US FOLDER, A4, white	40.00	200.00
34.	1,500	pc	PVC ID, PVC Material, Glossy surface, 85 x 54mm, 0.76mm - 0.8mm, ISO Standard	16.50	24,750.00
<b>TOTAL AMOUNT</b>					<b>87,307.00</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 May 29, 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