



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 CED

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 CED”** with an Approved Budget for the Contract (ABC) of **One Hundred Six Thousand Four Hundred Eight Pesos Only (PhP 106,408.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	pc	BALLPEN, black	50	5.00	250.00
2.	pc	BALLPEN, blue	50	5.00	250.00
3.	pc	BALLPEN, green	50	5.00	250.00
4.	pc	BALLPEN, red	50	5.00	250.00
5.	pc	BATTERY, 9V, HD	20	100.00	2,000.00
6.	pc	BATTERY, AA, 2's, HD	30	70.00	2,100.00
7.	pc	BATTERY, AAA, 2's, HD	30	70.00	2,100.00
8.	pc	CABLE, HDMI, 3m	5	300.00	1,500.00
9.	pc	CABLE, VGA, 1m	5	440.00	2,200.00
10.	pc	CABLE, VGA, 3m	5	550.00	2,750.00
11.	pc	CD-RW, without case	30	25.00	750.00
12.	box	CLIP, bulldog, 38mm, 12's	10	55.00	550.00
13.	box	CLIP, bulldog, 51mm, 12's	10	66.50	665.00
14.	box	CLIP, bulldog, 63mm, 12's	10	100.00	1,000.00
15.	box	CLIP, bulldog, 75mm, 12's	20	120.00	2,400.00
16.	ream	COLORED BONDPAPER, A4, S20 (70gsm), blue	15	250.00	3,750.00
17.	ream	COLORED BONDPAPER, A4, S20 (70gsm), orange	2	250.00	500.00
18.	ream	COLORED BONDPAPER, A4, S20 (70gsm), yellow	2	250.00	500.00
19.	ream	COLORED BONDPAPER, A4, S20 (70gsm), green	3	250.00	750.00
20.	bottle	EPSON INK, BOTTLE, 003, black	20	260.00	5,200.00
21.	bottle	EPSON INK, BOTTLE, 003, cyan	20	310.00	6,200.00
22.	bottle	EPSON INK, BOTTLE, 003, magenta	20	310.00	6,200.00
23.	bottle	EPSON INK, BOTTLE, 003, yellow	20	310.00	6,200.00
24.	box	EPSON INK, BOTTLE, 664, BLACK	30	200.00	6,000.00
25.	box	EPSON INK, BOTTLE, 664, CYAN	30	200.00	6,000.00
26.	box	EPSON INK, BOTTLE, 664, MAGENTA	30	200.00	6,000.00
27.	box	EPSON INK, BOTTLE, 664, YELLOW	30	200.00	6,000.00
28.	pc	FLOURESCENT MARKER, blue	20	20.00	400.00
29.	pc	FLOURESCENT MARKER, green	20	20.00	400.00
30.	pc	FLOURESCENT MARKER, orange	20	20.00	400.00
31.	pc	FLOURESCENT MARKER, pink	20	20.00	400.00

32.	pc	FLOURESCENT MARKER, yellow	20	20.00	400.00
33.	pc	GLUE STICK, big	10	10.00	100.00
34.	bottle	GLUE, multi-purpose, 1 gallon	2	600.00	1,200.00
35.	bottle	GLUE, multi-purpose, 240 g	5	100.00	500.00
36.	pc	ID JACKET, clear plastic, B1 (65x105mm - upright)	20	4.00	80.00
37.	pack	LAMINATING FILM, 8.5"x11", 125 mic	1	500.00	500.00
38.	pack	LAMINATING FILM, 8.5"x11", 250 mic	1	1,185.00	1,185.00
39.	pack	LAMINATING FILM, A4, 125 mic	1	560.00	560.00
40.	pack	LAMINATING FILM, A4, 250 mic	1	1,020.00	1,020.00
41.	box	PENCIL, #1, 12's/bx	4	75.00	300.00
42.	box	PENCIL, #2, 12's/bx	4	75.00	300.00
43.	bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	15	260.00	3,900.00
44.	bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	5	100.00	500.00
45.	bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	15	415.00	6,225.00
46.	bundle	RING BINDER, 3", plastic, 10pcs/bundle, black	15	665.00	9,975.00
47.	pc	SIGN PEN, black, 0.5	10	64.00	640.00
48.	pc	SIGN PEN, black, 0.7	10	64.00	640.00
49.	pack	SPECIALTY PAPER, 10's/pack, BLUE, A4	40	36.00	1,440.00
50.	pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	10	36.00	360.00
51.	pack	SPECIALTY PAPER, 10's/pack, VELLUM, A4	15	36.00	540.00
52.	roll	TAPE, DOUBLE ADHESIVE, 1"	4	25.00	100.00
53.	roll	TAPE, DOUBLE ADHESIVE, 2"	4	45.00	180.00
54.	roll	TAPE, DOUBLE ADHESIVE, 3"	5	82.00	410.00
55.	roll	TAPE, DUCT, 2"	2	70.00	140.00
56.	roll	TAPE, DUCT, 3"	4	232.00	928.00
57.	box	THUMB TACKS	5	10.00	50.00
58.	pc	RULER, 24 inches, plastic	10	32.00	320.00
TOTAL AMOUNT					106,408.00

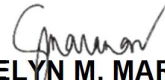
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 July 2, 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