



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 CEMDS

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 CEMDS”** with an Approved Budget for the Contract (ABC) of **One Hundred Eighty-Eight Thousand One Hundred Twenty-Two Pesos and 30/100 Only (PhP 188,122.30)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	100	pc	Arch File, 3hole, A4, D-type, 1.5", with label	275.60	27,560.00
2.	150	pc	Arch File, 3hole, A4, D-type, 2", with label	330.75	49,612.50
3.	150	pc	Arch File, 3 hole, A4, D-type, 3", with label	385.80	57,870.00
4.	50	box	Clip, backfold, 15mm, 12's	13.00	650.00
5.	50		Clip, backfold, 32mm, 12's	40.00	2,000.00
6.	50	box	Clip, backfold, 41mm, 12's	55.00	2,750.00
7.	10	ream	Colored bondpaper A4, S24 (80gsm), blue	463.05	4,630.50
8.	10	ream	Colored bondpaper A4, S24 (80gsm), green	463.05	4,630.50
9.	10	ream	Colored bondpaper A4, S24 (80gsm), yellow	463.05	4,630.50
10.	20	ream	Copy paper, long (8.5"x13"), 80gsm	264.40	5,288.00
11.	2	box	Envelope, mailing (long), 500pcs/box	375.80	751.60
12.	100	pc	Folder, plastic, L-type, A4	7.00	700.00
13.	100	pc	Folder, plastic, L-type, legal	8.25	825.00
14.	50	pc	Folder, sliding, morroco, green, A4	10.00	500.00
15.	50	pc	Folder, sliding, morroco, green, long	10.00	500.00
16.	10	pack	Photo paper, matte, 20pcs/pack, 180gsm, A4	110.25	1,102.50
17.	10	box	Push pin, flat head type, assorted colors, 50 pieces per case	19.00	190.00
18.	5	bundle	Ring binder, 1", plastic, 10pcs/bundle, black	246.60	1,233.00
19.	5	bundle	Ring binder, 3/4, plastic, 10pcs/bundle, black	176.40	882.00
20.	20	pack	Specialty paper, 10's/ pack, Cream A4	35.25	705.00
21.	20	pc	Sticky note pads, yellow, 1.5"x2"	30.90	618.00
22.	100	roll	Tape, double adhesive, 1"	27.50	2,750.00
23.	200	pc	Us folder, A4 white	4.40	880.00
24.	2	box	Envelope, documentary A4	673.09	1,346.18
25.	2	box	Envelope, documentary, for legal size document	927.16	1,854.32
26.	20	pc	Eraser, plastic/rubber	4.37	87.40
27.	10	box	Fastener, metal, non-sharp edges	83.41	834.10

28.	100	box	Index tab, self-adhesive, transparent	56.68	5,668.00
29.	100	box	Paper clip, vinyl/plastic coated, 33mm	7.76	776.00
30.	100	box	Paper clip, vinyl/plastic coated, 50mm	13.78	1,378.00
31.	25	pc	Record book, 300 pages, size 214mm x 278mm min	70.72	1,768.00
32.	10	pc	Record book, 500 pages, size 214mm x 278mm min	101.92	1,019.20
33.	20	roll	Tape, Masking, 48mm	106.60	2,132.00
TOTAL AMOUNT					188,122.30

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 June 6, 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