



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 Gentrì 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 Gentrì Campus”** with an Approved Budget for the Contract (ABC) of **Sixty Thousand Six Hundred Ninety-Five Pesos Only (PhP 60,695.00)**. 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	ARCH FILE, 3-hole, A4, D-type, 3", with label	13	340.00	4,420.00
2.	pcs	BALLPEN, black	24	5.00	120.00
3.	pcs	BALLPEN, blue	24	5.00	120.00
4.	bottle	BROTHER, INK in bottle, BT5000C, cyan	10	430.00	4,300.00
5.	bottle	BROTHER, INK in bottle, BT5000M, magenta	10	430.00	4,300.00
6.	bottle	BROTHER, INK in bottle, BT5000Y, Yellow	10	430.00	4,300.00
7.	bottle	BROTHER, INK in bottle, BT5000B, black	10	430.00	4,300.00
8.	box	CLIP, backfold, 15mm, 12's	24	12.00	288.00
9.	box	CLIP, backfold, 32mm, 12's	24	28.00	672.00
10.	pc	CORRUGATED BOX for A4 size documents	10	60.00	600.00
11.	pc	CORRUGATED BOX for legal size documents	10	71.00	710.00
12.	bottle	EPSON INK, BOTTLE, 003 Black	15	310.00	4,650.00
13.	bottle	EPSON INK, BOTTLE, 003 Cyan	10	310.00	3,100.00
14.	bottle	EPSON INK, BOTTLE, 003 Magenta	10	310.00	3,100.00
15.	bottle	EPSON INK, BOTTLE, 003 Yellow	10	310.00	3,100.00
16.	pc	EPSON RIBBON, LX-310	12	140.00	1,680.00
17.	pc	ERASER felt for white/black boards	10	18.00	180.00
18.	pc	GESTETNER TONER for PHOTOCOPY MACHINE, MP1500	2	3,200.00	6,400.00
19.	pc	GLUESTICK, big	12	10.00	120.00
20.	pc	GLUESTICK, small	12	5.00	60.00
21.	pack	INDEX TAB FLAGS, SIGN HERE, yellow	12	192.00	2,304.00
22.	pack	LAMINATING FILM, A4, 250 mic	5	1,020.00	5,100.00
23.	pc	PHOTO FRAME, with stand, A4 size	12	90.00	1,080.00
24.	pack	PHOTO PAPER, glossy, 20pcs/pack 180gsm, A4	5	105.00	525.00
25.	pc	RJ45	48	7.00	336.00
26.	pc	SHOELACE	24	20.00	480.00
27.	pc	SIGN PEN, black, 0.5	10	64.00	640.00
28.	pc	SIGN PEN, blue, 0.5	10	64.00	640.00

29.	bottle	STAMP PAD INK, black	12	20.00	240.00
30.	pack	STICKER PAPER GLOSSY, 10's/pack, A4	10	35.00	350.00
31.	pc	STICKY NOTE PAD, yellow, 3x 5	12	109.00	1,308.00
32.	pc	STICKY NOTE PADS, yellow, 1.5 x 2"	12	31.00	372.00
33.	roll	TAPE, DOUBLE ADHESIVE, 1"	10	25.00	250.00
34.	roll	TAPE, DOUBLE ADHESIVE, 2"	10	45.00	450.00
35.	box	THUMBSTACKS	10	10.00	100.00
TOTAL AMOUNT					60,695.00

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 1, 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