



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 University Health Services Unit

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 University Health Services Unit”** with an Approved Budget for the Contract (ABC) of **One Hundred Ninety-Nine Thousand Seven Hundred Seventy-Seven Pesos and 50/100 Only (PhP 199,777.50)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	200	PC	BALLPEN, black	10.00	2,000.00
2.	12	BOX	BATTERY, dry cell, AA, 48pcs/box	300.00	3,600.00
3.	10	BOX	BATTERY, dry cell, AAA, 40pcs/box	300.00	3,000.00
4.	5	PACK	LAMINATING FILM, A4, 250 mic	1,323.00	6,615.00
5.	240	PC	MARKING PEN, permanent, Superfine, black	49.50	11,880.00
6.	86	PC	SIGN PEN, black, 0.5	35.00	3,010.00
7.	15	PC	SIGN PEN, blue, 0.5	35.00	525.00
8.	15	PC	SIGN PEN, red, 0.5	35.00	525.00
9.	20	BTL	STAMP PAD INK, violet	40.00	800.00
10.	10	BOX	STAPLE WIRE, Std, No.35	50.00	500.00
11.	8	ROLL	TAPE, transparent, 24mm x 100m	30.00	240.00
12.	8	ROLL	TAPE, transparent, 48mm x 100m	50.00	400.00
13.	16	BOX	MARKER, permanent, black, bullet type, 12s	100.00	1,600.00
14.	4	BOX	MARKER, permanent, red bullet type, 12s	100.00	400.00
15.	8	BOX	MARKER, whiteboard, black, 12s	300.00	2,400.00
16.	4	BOX	MARKER, whiteboard, blue, 12s	300.00	1,200.00
17.	4	BOX	MARKER, whiteboard, red, 12s	300.00	1,200.00
18.	10	BOX	PAPER CLIP, vinyl/plastic coated, 33mm	20.00	200.00
19.	10	BOX	PAPER CLIP, vinyl/plastic coated, 66mm	30.00	300.00
20.	7	PC	TAPE DISPENSER, table top, heavy duty, large size	300.00	2,100.00
21.	11	PC	Mouse Pad	50.00	550.00
22.	10	PACK	Highlighter Pen Color, Assorted, 4pcs per pack	60.00	600.00
23.	5	REAM	COLORED BONDPAPER, A4, S24 (80 gsm), green	463.05	2,315.25
24.	5	REAM	COLORED BONDPAPER, A4, S24 (80 gsm), yellow	463.05	2,315.25
25.	50	REAM	COPY PAPER, long (8.5"x13"), 80gsm	264.60	13,230.00
26.	150	REAM	COPY PAPER, A4, 80gsm	210.00	31,500.00

27.	10	PACK	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	38.60	386.00
28.	10	PACK	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	38.60	386.00
29.	10	PACK	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, LONG	38.60	386.00
30.	10	PACK	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, LONG	38.60	386.00
31.	80	PC	CORRECTION TAPE, 8m	30.00	2,400.00
32.	5,000	PC	BROWN ENVELOPE, for Long size document	1.90	9,500.00
33.	5	PC	CLEARBOOK, long, refillable, plastic	5.00	25.00
34.	20	BOX	ENVELOPE, mailing (long), 500 pcs/box	375.80	7,516.00
35.	1,580	PC	US FOLDER, A4, white	4.40	6,952.00
36.	1,580	PC	US FOLDER, short, white	4.40	6,952.00
37.	1	PC	TONER TN220, BLACK	11,355.75	11,355.75
38.	1	PC	TONER TN220, CYAN	20,175.75	20,175.75
39.	1	PC	TONER TN220, MAGENTA	20,175.75	20,175.75
40.	1	PC	TONER TN220, YELLOW	20,175.75	20,175.75
TOTAL AMOUNT					199,777.50

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 June 18, 2024.**

Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite

E-mail : procurementoffice@cvsu.edu.ph / rfqmain@cvsu.edu.ph

Telefax : (046) 862-0852

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