



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 for College of Nursing

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for College of Nursing”** with an Approved Budget for the Contract (ABC) of **Ninety Thousand Four Hundred Eleven Pesos and 45/100 Only (PhP 90,411.45)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	Box	ACETATE (Transparency film) A4	2	350.00	700.00
2.	Ream	Colored Bondpaper, A4, S20 (70gsm) green	6	390.25	2,341.50
3.	Pc	EPSON RIBBON FOR LX-310	20	132.30	2,646.00
4.	Pc	Flourescent Marker, blue	10	39.00	390.00
5.	Pc	Flourescent Marker, green	10	39.00	390.00
6.	Pc	Flourescent Marker, orange	10	39.00	390.00
7.	Pc	Flourescent Marker, pink	10	39.00	390.00
8.	Pc	Flourescent Marker, yellow	10	39.00	390.00
9.	bottle	Glue, multi-purpose 130g	10	71.50	715.00
10.	Pack	Laminating Film, A4, 125mic	1	661.50	661.50
11.	Box	Pencil#2 12s/bx	10	88.20	882.00
12.	Pack	Photo Paper, glossy, 20pcs/pack, 180gsm, A4	10	110.25	1,102.50
13.	Pack	Specialty Paper, 10's/pack, Cream, 180gsm, A4	40	38.80	1,552.00
14.	Pack	Specialty Paper, 10's/pack, Cream, A4	40	35.25	1,410.00
15.	Pc	Sticky Note PAD, yellow, 3"x5"	10	108.05	1,080.45
16.	Pc	Sticky Note PAD, 2"x2" 400s, assorted	10	171.25	1,712.50
17.	Pc	Sticky Note PAD, yellow, 1.5"x2"	10	30.90	309.00
18.	Pc	Sticky Note PAD, yellow, 2"x3"	10	60.05	600.50
19.	Pc	Sticky Note PAD, yellow, 3"x3"	10	66.15	661.50
20.	Pc	Sticky Note PAD, yellow, 3"x4"	10	93.70	937.00
21.	Roll	TAPE Double Adhesive 1"	10	27.50	275.00
22.	Roll	TAPE Double Adhesive 2"	10	55.00	550.00
23.	Roll	TAPE Double Adhesive 3"	10	82.70	827.00
24.	Roll	TAPE MAGIC, 1"	10	251.00	2,510.00
25.	Box	3M Magic tape 810 invisible	20	310.00	6,200.00
26.	Box	TONER INEO 185 Black	5	4,000.00	20,000.00
27.	Pc	HP17A Laser Jet Toner CF217A	6	2,450.00	14,700.00
28.	Pc	HP19A CF219A Black Original Toner Drum	6	4,348.00	26,088.00
TOTAL AMOUNT					90,411.45

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 25, 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