



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
Indang, Cavite, Philippines  
☎ (046) 889-6373  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies for GSOLC**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for GSOLC”** with an Approved Budget for the Contract (ABC) **One Hundred Twenty-One Thousand Six Hundred Seventy-Five Pesos Only (PhP 121,675.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

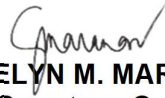
Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	50	Pcs	Ballpen, black, 0.5	5.00	250.00
2.	2,000	Pcs	Brown envelope, legal size document	5.00	10,000.00
3.	10	Rms	Colored bond paper, long, S20, 70gsm, asstd colors	250.00	2,500.00
4.	10	Rms	Colored bond paper, short, S20, 70gsm, asstd colors	250.00	2,500.00
5.	50	Bundles	Daily Time Record, Form 48, Thin, White	25.00	1,250.00
6.	50	Btls	Epson ink, Bottle, 003, black	310.00	15,500.00
7.	25	Btls	Epson ink, Bottle, 003, cyan	310.00	7,750.00
8.	25	Btls	Epson ink, Bottle, 003, magenta	310.00	7,750.00
9.	25	Btls	Epson ink, Bottle, 003, yellow	310.00	7,750.00
10.	1,000	Pcs	Folder, plastic, L-Type, A4	8.00	8,000.00
11.	100	Pcs	Folder, plastic, L-Type, legal	9.00	900.00
12.	40	Packs	Laminating Film, A4, 250mic	255.00	10,200.00
13.	100	Rms	Parchment paper, 8.5" x 11", S20	260.00	26,000.00
14.	10	Bxs	Pencil #2, 12's/bx	75.00	750.00
15.	25	Packs	Photo paper, glossy, 20pcs/pack, 180gsm, A4	105.00	2,625.00
16.	100	Pcs	Sign pen, black, 0.3-0.4	64.00	6,400.00
17.	5	Btls	Stamp pad ink, black	20.00	100.00
18.	50	Packs	Sticker paper, glossy, 10's/pack, A4	35.00	1,750.00
19.	50	Packs	Sticker paper, matte, 10's/pack, A4	35.00	1,750.00
20.	50	Pcs	Sticky Note pads, yellow, 1.5" x 2"	31.00	1,550.00
21.	50	Pcs	Sticky Note pads, yellow, 2" x 3"	61.00	3,050.00
22.	50	Pcs	Sticky Note pads, yellow, 3" x 3"	67.00	3,350.00
<b>TOTAL AMOUNT</b>					<b>121,675.00</b>

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 20, 2024.**

Address : Procurement Office, Administration Building  
Cavite State University  
Indang, Cavite  
E-mail : [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto: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