



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 Various Supplies and Materials for CvSU Trece Martires City Campus

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **"Supply and Delivery of Various Supplies and Materials for CvSU Trece Martires City Campus"** with an Approved Budget for the Contract (ABC) of **Two Hundred Fifty-One Thousand Two Hundred Twenty-Two Pesos Only (PhP 251,222.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	roll	ACETATE, gauge #4, 50m per roll, plastic cover	1	1,100.00	1,100.00
2.	pc	CABLE, HDMI, 3m	10	300.00	3,000.00
3.	pc	CABLE TIE white 8inch	5	100.00	500.00
4.	pc	CLIP, backfold, 15mm, 12's	20	12.00	240.00
5.	pc	CLIP, backfold, 32mm, 12's	20	28.00	560.00
6.	pc	CLIP, backfold, 41mm, 12's	10	55.00	550.00
7.	bottle	GLUE, multi-purpose, 130 g.	10	50.00	500.00
8.	pc	GLUE STICK, big	10	22.00	220.00
9.	pc	GLUE STICK, small	5	22.00	110.00
10.	pc	SIGN PEN, blue, 1.0	100	64.00	6,400.00
11.	roll	TAPE, DOUBLE ADHESIVE, 1"	20	25.00	500.00
12.	roll	TAPE, masking, 24mm	25	64.60	1,615.00
13.	roll	TAPE, packaging, 48mm	20	116.60	2,332.00
14.	roll	TAPE, transparent, 48mm	25	35.00	875.00
15.	boxes	MARKER, White boardmarker, fine	50	50.00	2,500.00
16.	pcs	Spring Notebook A5 Flip Up Loose-Leaf notebook , 80 leaves	4	50.00	200.00
17.	box	CLIP backfold, Binder Clip Black (12 pcs. of clips per Box) 51mm	20	70.00	1,400.00
18.	box	CLIP backfold, Binder Clip Black (12 pcs. of clips per Box) 19mm	10	13.00	130.00
19.	pcs	CORRECTION TAPE, 10m	40	36.00	1,440.00
20.	ream	COPY PAPER, long (8.5"x13"), 80gsm	10	240.00	2,400.00
21.	ream	COPY PAPER, A4, 80gsm	150	210.00	31,500.00
22.	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	30	105.00	3,150.00
23.	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	30	105.00	3,150.00
24.	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	20	28.00	560.00
25.	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	20	28.00	560.00
26.	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	20	28.00	560.00

27.	pc	SPECIALTY PAPER, with microtext, A4	500	6.00	3,000.00
28.	pc	RECORD JACKET (long) Customized (Please see attached picture for the details)	200	45.00	9,000.00
29.	pack	SPECIALTY PAPER, 10's/pack, VELLUM, A4	10	36.00	360.00
30.	pack	STICKER, VINYL, 20's, White	10	440.00	4,400.00
31.	pc	STICKY NOTE PADS, yellow, 1.5"x2"	50	31.00	1,550.00
32.	pack	PHOTO STICKER PAPER, A4 glossy	15	95.00	1,425.00
33.	pack	PHOTO STICKER PAPER, A4 matte	15	95.00	1,425.00
34.	pc	BROWN ENVELOPE, for A4 size document	50	2.00	100.00
35.	pc	BROWN ENVELOPE, for Long size document	50	3.00	150.00
36.	pc	CLEARBOOK, long, refillable, plastic	20	45.00	900.00
37.	pc	ENVELOPE, Plastic, expanding, A4 with handle	10	67.00	670.00
38.	box	ENVELOPE, mailing (long), 500 pcs/box	1	245.00	245.00
39.	pc	FOLDER, plastic, L-type, legal	25	9.00	225.00
40.	box	FOLDER, Pressboard with metal tab, 100s/box, A4, green	2	1,875.00	3,750.00
41.	box	FOLDER, Pressboard, plain 50's, long, green	2	525.00	1,050.00
42.	pc	FOLDER, Pressboard, plain, A4, green	100	11.00	1,100.00
43.	pc	INDEX TAB, self adhesive, 5's, assorted colors	15	74.00	1,110.00
44.	box	Paper Clip Vinyl, 33mm Approx 80pcs	20	15.00	300.00
45.	box	Paper Clip Vinyl, 50mm Approx 80pcs	20	30.00	600.00
46.	box	Paper Clip Nickel Plated, 33mm Approx 80pcs	10	15.00	150.00
47.	box	Paper Clip Nickel Plated, 50mm Approx 80pcs	10	30.00	300.00
48.	pc	FOLDER, PAPER CLIP BOARD, A4 320X325mm	5	55.00	275.00
49.	pc	FOLDER, plastic, A4, yellow	20	30.00	600.00
50.	pc	FOLDER, plastic, A4, pink	20	30.00	600.00
51.	pc	FOLDER, plastic, A4, red	20	30.00	600.00
52.	pc	FOLDER, plastic, A4, orange	20	30.00	600.00
53.	pc	File Organizer Rack Desk Organizer And Office Stationery Organizer, 6 layers	5	1,200.00	6,000.00
54.	pc	Paper Tray Organizer 5 tier Mesh Desk File Organizer A4, With Handle, Metal Desktop Document Shelf Tray	5	1,700.00	8,500.00
55.	bottle	EPSON INK, BOTTLE, 003, black	25	310.00	7,750.00
56.	bottle	EPSON INK, BOTTLE, 003, magenta	20	310.00	6,200.00
57.	bottle	EPSON INK, BOTTLE, 003, yellow	20	310.00	6,200.00

58.	bottle	EPSON INK, BOTTLE, 003, cyan	20	310.00	6,200.00
59.	pc	TOR BOARD sheeted with microtext and letterhead (REGISTRAR), 8.5"x13"	3,000	10.00	30,000.00
60.	unit	BULLETIN BOARD, cork board, 3'x5'	2	1,690.00	3,380.00
61.	unit	BULLETIN BOARD, whiteboard, 3'x5', with stand	3	5,735.00	17,205.00
62.	unit	BULLETIN BOARD, whiteboard, 4'x8'	3	4,300.00	12,900.00
63.	pc	DESK TRAY, METAL, 3 layers	2	550.00	1,100.00
64.	pc	DOCUMENT STORAGE BOX, Plastic with wheels, 68cmx48cmx40cm, 87 liters	2	995.00	1,990.00
65.	unit	ELECTRIC FAN, Stand fan, 16"	2	1,800.00	3,600.00
66.	unit	ELECTRIC FAN, Wall fan, 18"	5	1,700.00	8,500.00
67.	unit	ID Laminator, A4 / A3 Size Laminator HOT / COLD / REVERSE Function 220V Heavy Duty	1	5,500.00	5,500.00
68.	pc	MAGAZINE FILE, close end, long, green	40	90.00	3,600.00
69.	unit	PAPER CUTTER, 10"x12"	1	800.00	800.00
70.	pc	SCISSOR, 6", HD	5	80.00	400.00
71.	pc	STAPLER, HD, with remover, #35	12	130.00	1,560.00
72.	pc	3 Compartment Mesh Magazine Holder Multifunctional Storage •Product: 3 Compartment Mesh Magazine Holder • Size: 310*240*293mm • Colour: Black	6	450.00	2,700.00
73.	unit	Paper Shredder Machine Heavy Duty Shredder Machine Can Shred Staples A4 High Quality Automatic Shredder Electric Paper Shredder	1	7,000.00	7,000.00
74.	pc	USB 2.0 Multimedia Laptop PC Speaker Multimedia Speaker Output: 5W + 3W x 2 (RMS) Sensitivity: 500mV Frequency Response: 20Hz - 18KHz S/N Ratio: 65dB Isolated Rate: 45dB Impedance: 4ohm Speaker Unit	12	800.00	9,600.00
TOTAL AMOUNT					251,222.00


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

RECORD JACKET (long)

CAVITE STATE UNIVERSITY
Cavite,
Philippines

Office of the
University Registrar

STUDENT NUMBER: _____ NAME OF STUDENT: _____

DATE OF ADMISSION: _____ COURSE PROGRAM: _____

CREDENTIALS SUBMITTED:	REGISTRATION STATUS	GENERAL POINT AVERAGE (GPA)
_____ CARD/F138	_____ sem 20 _____ - 20 _____	_____
_____ F137	_____ sem 20 _____ - 20 _____	_____
_____ Certificate of Good Moral Character	_____ summer _____ - 20 _____	_____
_____ Official Transcript of Record	_____ sem 20 _____ - 20 _____	_____
_____ For Evaluation	_____ sem 20 _____ - 20 _____	_____
_____ For CvSU	_____ summer _____ - 20 _____	_____
_____ Certificate of Transfer	_____ sem 20 _____ - 20 _____	_____
_____ Result of Medical/Dental	_____ sem 20 _____ - 20 _____	_____
_____ Result of Interview	_____ summer _____ - 20 _____	_____
_____ Notice of Admission	_____ sem 20 _____ - 20 _____	_____
_____ Others	_____ summer _____ - 20 _____	_____
	_____ sem 20 _____ - 20 _____	_____
	_____ sem 20 _____ - 20 _____	_____
	_____ summer _____ - 20 _____	_____
	_____ sem 20 _____ - 20 _____	_____
	_____ sem 20 _____ - 20 _____	_____
	_____ summer _____ - 20 _____	_____
	_____ sem 20 _____ - 20 _____	_____
	_____ summer _____ - 20 _____	_____
REMARKS		