



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
 Indang, Cavite, Philippines
 ☎ (046) 889-6373
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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Materials for CSPEAR

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 CSPEAR”** with an Approved Budget for the Contract (ABC) of **Fifty-Six Thousand Thirty-Seven Pesos Only (Php 56,037.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	24	pc	Arch File, 2-hole, Portrait, A4	335.00	8,040.00
2.	2	pc	Arch File, 3-hole, A4, D-type, 3", with label	340.00	680.00
3.	100	pc	Ballpen, Black	5.00	500.00
4.	50	pc	Ballpen, Blue	5.00	250.00
5.	25	pc	Ballpen, Red	5.00	125.00
6.	20	pc	Battery, AA, 2's, HD	70.00	1,400.00
7.	24	pc	Battery, AAA, 2's, HD	70.00	1,680.00
8.	100	pc	Brown Envelope, for A4 size document	2.00	200.00
9.	100	pc	Brown Envelope, for long size document	3.00	300.00
10.	20	pc	Certificate Holder, A4, with Board	44.00	880.00
11.	10	box	Clip, Backfold, 15mm, 12's	12.00	120.00
12.	10	box	Clip, Backfold, 32mm, 12's	28.00	280.00
13.	10	box	Clip, Backfold, 41mm, 12's	55.00	550.00
14.	2	ream	Colored Bond paper, A4, S20, (70gsm), yellow	250.00	500.00
15.	2	ream	Colored Bond paper, A4, S20, (70gsm), green	250.00	500.00
16.	4	ream	Colored Bond paper, A4, S24, (80gsm), assorted colors	464.00	1,856.00
17.	40	pc	Envelope, expanding, A4, Blue	14.00	560.00
18.	40	pc	Envelope, expanding, A4, Green	14.00	560.00
19.	20	bottle	Epson Ink, Bottle, 003, Black	310.00	6,200.00
20.	3	bottle	Epson Ink, Bottle, 003, Cyan	310.00	930.00
21.	3	bottle	Epson Ink, Bottle, 003, Magenta	310.00	930.00
22.	3	bottle	Epson Ink, Bottle, 003, Yellow	310.00	930.00
23.	20	pc	Eraser, Dust-free, Big	15.00	300.00
24.	10	box	Fastener, for paper, Plastic Coated, 50 sets per box	50.00	500.00
25.	100	pc	Folder, Sliding, Morocco, Blue, A4	10.00	1,000.00
26.	10	bottle	Glue, Multi-Purpose, 240g	100.00	1,000.00
27.	5	pack	Index Tab Flags, Sign here, Yellow	192.00	960.00
28.	1	pack	Map Pin, Round Head, 100 pieces per case	30.00	30.00
29.	15	pc	Marking Pen, Permanent, Broad, Black	35.00	525.00
30.	10	pc	Marking Pen, Permanent, Broad, Blue	35.00	350.00
31.	10	pc	Marking Pen, Permanent, Broad, Red	35.00	350.00
32.	20	pc	Marking Pen, Permanent, Fine Black	35.00	700.00
33.	10	pc	Marking Pen, Permanent, Fine Blue	35.00	350.00

34.	10	pc	Marking Pen, Permanent, Fine Red	35.00	350.00
35.	5	pad	Notepad, (2"x3"), 100 sheets per pad	61.00	305.00
36.	5	pad	Notepad, (3"x3"), 100 sheets per pad	67.00	335.00
37.	10	box	Pencil, #1, 12's/bx	75.00	750.00
38.	10	box	Pencil, #2, 12's/bx	75.00	750.00
39.	10	pc	Photo Frame, with stand, A4 Size	90.00	900.00
40.	10	pack	Photo Paper, Glossy, 20pcs/pack, 180gsm, A4	105.00	1,050.00
41.	10	pack	Photo Paper, Matte, 20pcs/pack, 180gsm, A4	105.00	1,050.00
42.	5	box	Push Pin, Flat Head Type, Assorted Colors, 50 Pieces per Case	20.00	100.00
43.	50	pcs	Signages	100.00	5,000.00
44.	30	pack	Specialty Board, 10's/pack, 180gsm, Cream, A4	28.00	840.00
45.	10	pack	Specialty Board, 10's/pack, 180gsm, Vellum, A4	28.00	280.00
46.	50	pack	Specialty Paper, 10's/pack, Cream, A4	36.00	1,800.00
47.	25	pack	Specialty Paper, 10's/pack, Vellum, A4	36.00	900.00
48.	2	box	Staple Wire, HD, 23/17, for heavy duty staplers, meatal, non-rust	50.00	100.00
49.	5	box	Staple Wire, Std. No 25	32.00	160.00
50.	20	pack	Sticker Paper Glossy, 10's/pack, A4	35.00	700.00
51.	10	pc	Sticky Note Pads, Yellow, 1.5"x2"	31.00	310.00
52.	10	pc	Sticky Note Pads, Yellow, 3"x3"	67.00	670.00
53.	20	roll	Tape, Double Adhesive, 1"	25.00	500.00
54.	20	roll	Tape, Double Adhesive, 2"	45.00	900.00
55.	10	roll	Tape, Duct, 2"	70.00	700.00
56.	1	roll	Tape, Magic, 1"	251.00	251.00
57.	4	pc	Ruler, 12 inches, Metal	70.00	280.00
58.	4	pc	Ruler, 24 inches, Metal	260.00	1,040.00
59.	6	pc	Scissor, 6", HD	80.00	480.00
60.	6	pc	Stapler, HD	120.00	720.00
61.	6	pc	Stapler, HD, with Remover #35	130.00	780.00
TOTAL AMOUNT					56,037.00

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 September 25, 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