



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 College of Medicine

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 College of Medicine”** with an Approved Budget for the Contract (ABC) of **Two Hundred Forty Thousand Seven Hundred Twenty-Eight Pesos Only (PhP 240,728.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	box	ACETATE (transparency film) A4	2	325.00	650.00
2.	box	ACETATE (transparency film) long (8.5" x 13")	2	550.00	1,100.00
3.	box	ACETATE (transparency film) short (8.5" x 11")	2	320.00	640.00
4.	roll	ACETATE, gauge #2.6, 50m per roll (plastic cover)	1	740.00	740.00
5.	roll	ACETATE, gauge #4, 50m per roll, plastic cover	1	1,100.00	1,100.00
6.	pc	BALLPEN, black 0.5	50	5.00	250.00
7.	pc	BATTERY, AA, 2's, HD	40	70.00	2,800.00
8.	pc	BATTERY, AAA, 2's, HD	40	70.00	2,800.00
9.	pc	CABLE, HDMI, 3m	10	300.00	3,000.00
10.	pc	CABLE, HDMI, 6m	5	1,500.00	7,500.00
11.	pc	CABLE, HDMI, 8m	5	2,000.00	10,000.00
12.	pc	CERTIFICATE HOLDER, A4 SIZE", plastic with board	100	44.00	4,400.00
13.	box	CLIP, backfold, 15mm, 12's	10	12.00	120.00
14.	box	CLIP, backfold, 32mm, 12's	10	28.00	280.00
15.	box	CLIP, backfold, 41mm, 12's	10	55.00	550.00
16.	ream	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	2	250.00	500.00
17.	ream	COLORED BONDPAPER, A4, S20 (70 gsm), blue	2	250.00	500.00
18.	ream	COLORED BONDPAPER, A4, S20 (70 gsm), yellow	2	250.00	500.00
19.	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	2	250.00	500.00
20.	ream	COLORED BONDPAPER, short, S20 (70 gsm), assorted colors	2	250.00	500.00
21.	ream	COPY PAPER, A3, 70gsm	5	370.00	1,850.00
22.	ream	COPY PAPER, A4, 70gsm	100	175.00	17,500.00
23.	ream	COPY PAPER, A4, 80gsm	100	210.00	21,000.00
24.	ream	COPY PAPER, long (8.5"x13"), 70gsm	100	200.00	20,000.00
25.	ream	COPY PAPER, long (8.5"x13"), 80gsm	50	240.00	12,000.00
26.	bottle	EPSON INK, BOTTLE, 003, black	20	310.00	6,200.00
27.	bottle	EPSON INK, BOTTLE, 003, cyan	10	310.00	3,100.00
28.	bottle	EPSON INK, BOTTLE, 003, magenta	10	310.00	3,100.00

29.	bottle	EPSON INK, BOTTLE, 003, yellow	10	310.00	3,100.00
30.	set	FILE GUIDE, A4, five (5) colors per set	10	17.00	170.00
31.	set	FILE GUIDE, Legal Size, five (5) colors per set	10	23.00	230.00
32.	pc	FLOURESCENT MARKER, blue	10	20.00	200.00
33.	pc	FLOURESCENT MARKER, green	10	20.00	200.00
34.	pc	FLOURESCENT MARKER, orange	10	20.00	200.00
35.	pc	FLOURESCENT MARKER, pink	10	20.00	200.00
36.	pc	FLOURESCENT MARKER, yellow	10	20.00	200.00
37.	box	FOLDER, Pressboard, plain 50's, long, green	2	525.00	1,050.00
38.	pc	FOLDER, sliding, gray morocco with plastic cover, A4	30	19.00	570.00
39.	pc	ID JACKET, clear plastic, B2 (121x79mm - upright)	350	13.00	4,550.00
40.	pack	INDEX TAB FLAGS, SIGN HERE, yellow	2	192.00	384.00
41.	pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	10	35.00	350.00
42.	bottle	INK REFILL, permanent marker, black	5	84.00	420.00
43.	bottle	INK REFILL, white boardmarker, black	5	83.00	415.00
44.	box	KYOCERA TASK ALFA TONER, TK-4140	3	9,000.00	27,000.00
45.	pack	LAMINATING FILM, 8.5"x11", 125mic	2	500.00	1,000.00
46.	pack	LAMINATING FILM, 8.5"x11", 250mic	2	1,185.00	2,370.00
47.	pack	LAMINATING FILM, A4, 125mic	2	560.00	1,120.00
48.	box	LEAD FOR MECHANICAL PENCIL	5	39.00	195.00
49.	pack	MAP PIN, round head, 100 pieces per case	5	30.00	150.00
50.	pc	MARKING PEN, permanent, Fine, black	10	35.00	350.00
51.	pc	MARKING PEN, permanent, Fine, blue	10	35.00	350.00
52.	pc	MARKING PEN, permanent, Fine, red	10	35.00	350.00
53.	pc	MARKING PEN, permanent, Superfine, black	10	38.00	380.00
54.	pc	MARKING PEN, permanent, Superfine, blue	10	38.00	380.00
55.	pc	MARKING PEN, permanent, Superfine, red	10	38.00	380.00
56.	pad	NOTE PAD, (2"x3"), 100 sheets per pad	3	61.00	183.00
57.	pad	NOTE PAD, (3"x3"), 100 sheets per pad	3	67.00	201.00
58.	pad	NOTE PAD, (3"x4"), 100 sheets per pad	3	105.00	315.00
59.	pc	PADDING GLUE, 1/2kg, red	1	225.00	225.00
60.	box	PENCIL, #1, 12's/bx	5	75.00	375.00
61.	box	PENCIL, #2, 12's/bx	5	75.00	375.00
62.	pc	PENCIL, mechanical, with 0.5mm lead	10	35.00	350.00
63.	pc	PHOTO FRAME, with stand, 8 1/2"x 11"	10	90.00	900.00
64.	pc	PHOTO FRAME, with stand, A4 SIZE	10	90.00	900.00
65.	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	10	105.00	1,050.00
66.	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, SHORT	10	105.00	1,050.00
67.	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, SHORT	10	105.00	1,050.00
68.	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	2	20.00	40.00
69.	pc	SIGN PEN, black, 0.5	10	64.00	640.00

70.	pc	SIGN PEN, black, 0.7	10	64.00	640.00
71.	pc	SIGN PEN, black, 1.0	10	64.00	640.00
72.	pc	SIGN PEN, blue, 0.5	10	64.00	640.00
73.	pc	SIGN PEN, blue, 0.7	10	64.00	640.00
74.	pc	SIGN PEN, blue, 1.0	10	64.00	640.00
75.	pc	SLR camera bag	2	6,000.00	12,000.00
76.	pack	SPECIALTY BOARD,10's/pack, 180gsm, CREAM, A4	20	28.00	560.00
77.	pack	SPECIALTY BOARD,10's/pack, 180gsm, WHITE, A4	20	28.00	560.00
78.	bottle	STAMP PAD INK, black	5	20.00	100.00
79.	bottle	STAMP PAD INK, green	5	20.00	100.00
80.	box	STAPLE WIRE, HD, 23/17, for heavy duty staplers, metal, non-rust	5	50.00	250.00
81.	box	STAPLE WIRE, Std, No.25	5	32.00	160.00
82.	pc	stationary tape	20	40.00	800.00
83.	pack	STICKER PAPER GLOSSY,10's/pack, A4	20	35.00	700.00
84.	pack	STICKER PAPER GLOSSY,10's/pack, LONG	20	35.00	700.00
85.	pack	STICKER PAPER MATTE,10's/pack, A4	20	35.00	700.00
86.	pack	STICKER PAPER MATTE,10's/pack, LONG	20	35.00	700.00
87.	pc	STICKY NOTE PAD, yellow, 3 x 5	20	109.00	2,180.00
88.	pc	STICKY NOTE PADS, 2" x 2", 400's, assorted	10	172.00	1,720.00
89.	pc	STICKY NOTE PADS, yellow, 1.5"x2"	40	31.00	1,240.00
90.	pc	STICKY NOTE PADS, yellow, 2"x3"	40	61.00	2,440.00
91.	pc	STICKY NOTE PADS, yellow, 3"x3"	40	67.00	2,680.00
92.	pc	STICKY NOTE PADS, yellow, 3"x4"	20	94.00	1,880.00
93.	roll	TAPE, DOUBLE ADHESIVE, 1"	5	25.00	125.00
94.	roll	TAPE, DOUBLE ADHESIVE, 2"	5	45.00	225.00
95.	roll	TAPE, DOUBLE ADHESIVE, 3"	5	82.00	410.00
96.	pc	Tripod for camera	2	3,600.00	7,200.00
97.	pc	Type C to HDMI connector	5	4,000.00	20,000.00
98.	pc	Universal adaptor	15	100.00	1,500.00
99.	pc	US FOLDER, A4, white	300	5.00	1,500.00
TOTAL AMOUNT					240,728.00

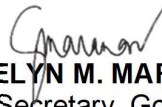
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 October 15, 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