



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 Bacoor City Campus

- 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 Bacoor City Campus”** with an Approved Budget for the Contract (ABC) of **Four Hundred Five Thousand Seven Hundred Twenty-Eight Pesos Only (PhP 405,728.000)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	pc	A4 Acrylic Brochure Holder, 4-Layer (see attached picture for reference)	2	1,000.00	2,000.00
2.	pc	A6 Acrylic Brochure Holder, 3-Layer Layer (see attached picture for reference)	2	500.00	1,000.00
3.	pc	ARCH FILE, 3-hole, A4, D-type, 1.5", with label Layer (see attached picture for reference)	15	274.00	4,110.00
4.	pc	ARCH FILE, 3-hole, A4, D-type, 2", with label Layer (see attached picture for reference)	35	320.00	11,200.00
5.	pc	BATTERY, AA, 2's, HD	50	70.00	3,500.00
6.	pc	BLADE, for general purpose cutter / utility knife	5	16.00	80.00
7.	cart	BROTHER, CARTRIDGE, LC539XL,LC462 (Black, Cyan, Magenta, Yellow)	80	716.60	57,328.00
8.	bottle	BROTHER, INK in bottle, BT5000C, cyan	25	430.00	10,750.00
9.	bottle	BROTHER, INK in bottle, BT5000M, magenta	25	430.00	10,750.00
10.	bottle	BROTHER, INK in bottle, BT5000Y, yellow	25	430.00	10,750.00
11.	bottle	BROTHER, INK in bottle, BT6000BK, black	25	430.00	10,750.00
12.	cart	CANON INK CART, (810-Black, 811-Colored)	20	1,142.50	22,850.00
13.	cart	CANON INK CART, 745XL, BLACK	10	1,070.00	10,700.00
14.	cart	CANON INK CART, 746XL, COLORED	10	1,215.00	12,150.00
15.	pack	CATALOG CARD, 3" x 5", 100's, index card	20	22.00	440.00
16.	pc	CD-RW, with case	40	37.00	1,480.00
17.	pc	CERTIFICATE HOLDER, A4 SIZE", plastic with board	25	44.00	1,100.00
18.	box	CLIP, backfold, 32mm, 12's	20	28.00	560.00
19.	box	CLIP, backfold, 41mm, 12's	20	55.00	1,100.00
20.	box	CLIP, bulldog, 51mm, 12's	20	66.50	1,330.00
21.	ream	COPY PAPER, A4, 80gsm	100	210.00	21,000.00

22.	pack	SPECIALTY BOARD,10's/pack, 180gsm, VELLUM, A4	50	28.00	1,400.00
23.	pack	SPECIALTY BOARD,10's/pack, 180gsm, WHITE, A4	50	28.00	1,400.00
24.	pack	SPECIALTY PAPER, 10's/pack, VELLUM, A4	5	36.00	180.00
25.	box	STAPLE WIRE, Std, No.25	5	32.00	160.00
26.	pack	STICKER PAPER MATTE,10's/pack, A4	10	35.00	350.00
27.	pack	STICKER, VINYL, 20's, White	5	440.00	2,200.00
28.	pc	STICKY NOTE PAD, yellow, 3 x 5	5	109.00	545.00
29.	roll	TAPE, DOUBLE ADHESIVE, 1"	10	25.00	250.00
30.	roll	TAPE, DOUBLE ADHESIVE, 2"	10	45.00	450.00
31.	roll	TAPE, DUCT, 2"	5	70.00	350.00
32.	pc	US FOLDER, A4, white	25	5.00	125.00
33.	ream	PARCHMENT PAPER, 8.5"x 11", Subs 20	15	260.00	3,900.00
34.	box	PENCIL, #2, 12's/bx	2	75.00	150.00
35.	pc	PHOTO FRAME, with stand, A4 SIZE	60	90.00	5,400.00
36.	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	15	105.00	1,575.00
37.	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	2	20.00	40.00
38.	pc	PVC ID	1100	16.50	18,150.00
39.	bottle	INK REFILL, white boardmarker, black	10	83.00	830.00
40.	pack	LAMINATING FILM, A4, 250 mic	2	1,020.00	2,040.00
41.	pc	Magazine Holder Box, blue, 15.5" x 9.5" x 4.5"	25	200.00	5,000.00
42.	box	ENVELOPE, mailing (long), 500 pcs/box	2	245.00	490.00
43.	box	ENVELOPE, mailing (short) 500 pcs/box	5	200.00	1,000.00
44.	pc	ERASER, felt, for white/black boards	25	18.00	450.00
45.	pc	FLOURESCENT MARKER, blue	30	20.00	600.00
46.	pc	FLOURESCENT MARKER, yellow	30	20.00	600.00
47.	pc	GLUE STICK, big	25	10.00	250.00
48.	bottle	GLUE, multi-purpose, 473 g.	3	305.00	915.00
49.	packs	Gold Notarial Seal/Certificate Foil Seal with #23, self-adhesive, 40's	25	80.00	2,000.00
50.	cart	HP TONER CART, LASERJET 215A, (Black, Cyan, Magenta, Yellow)	40	4,000.00	160,000.00
TOTAL AMOUNT					405,728.00

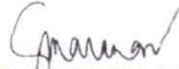
2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. 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 21, 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


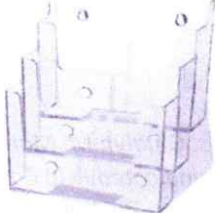

6. The CvSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. CvSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.



ROSELYN M. MARANAN
BAC Secretary, Goods and Consulting Services

DETAILED SPECIFICATIONS

Project : **Supply and Delivery of Office Supplies and Equipment for CvSU Bacoor City Campus**
 Location : **Cavite State University - Bacoor City Campus, Bacoor, Cavite**

Item No.	Quantity	Unit	Item Description	Pictures	Unit Cost	Total Cost
1	2	pcs	A4 Acrylic Brochure Holder, 4-Layer Table or Wall Mount 4 Tier A4 210 x 297 mm		1,000.00	2,000.00
2	2	pcs	A4 Acrylic Brochure Holder, 3-Layer Table or Wall Mount 3 Tier A4 210 x 297 mm		500.00	1,000.00
3	15	pcs	ARCH FILE, 3-hole, A4, D-type, 1.5" Size: A4 (H: 12.5" x W: 11") Color: Blue		274.00	4,110.00
4	35	pcs	ARCH FILE, 3-hole, A4, D-type, 2" Size: A4 (H: 12.5" x W: 11") Color: Blue		320.00	11,200.00
TOTAL						18,310.00