



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 OSAS

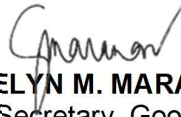
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies and Materials for OSAS**” with an Approved Budget for the Contract (ABC) of **Seventy-Nine Thousand Three Hundred Seventy-Four Pesos and 80/100 Only (PhP 79,374.80)**. 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	CLIP, backfold,15mm,12's	100	12.00	1,200.00
2.	box	CLIP, backfold,32mm,12's	100	28.00	2,800.00
3.	box	CLIP, backfold,41mm,12's	100	55.00	5,500.00
4.	box	CLIP, bulldog,75mm,12's	100	120.00	12,000.00
5.	pc	Correction Tape, 8m	100	11.53	1,153.00
6.	box	Pencil, #1, 12's box	30	75.00	2,250.00
7.	box	Pencil, #2, 12's box	30	75.00	2,250.00
8.	pc	Puncher paper, heavy duty	20	162.24	3,244.80
9.	pc	Sticky note pad, yellow 3x5	80	109.00	8,720.00
10.	pc	Sticky note pads,2"x2",400s assorted	80	172.00	13,760.00
11.	pc	Sticky note pads, yellow 1.5"x2"	80	31.00	2,480.00
12.	pc	Sticky note pads, yellow 2"x3"	80	61.00	4,880.00
13.	pc	Sticky note pads, yellow 3"x3"	80	67.00	5,360.00
14.	pc	Sticky note pads, yellow 3"x4"	80	94.00	7,520.00
15.	roll	Tape Duct 2"	5	70.00	350.00
16.	roll	Tape Duct 3"	5	232.00	1,160.00
17.	roll	Tape, masking, 24mm	25	61.88	1,547.00
18.	pc	Tape Dispenser, handheld	20	160.00	3,200.00
TOTAL AMOUNT					79,374.80

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 November 12, 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