



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
 Indang, Cavite, Philippines  
 ☎ (046) 889-6373  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Semi Expendable Office Equipment for**  
**CSG of CvSU Bacoor City Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Semi Expendable Office Equipment for CSG of CvSU Bacoor City Campus”** with an Approved Budget for the Contract (ABC) of **Three Hundred Fourteen Thousand Five Hundred Sixty-Six Pesos and 74/100 Only (PhP 314,566.74)**. 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	2	1,048.32	2,096.64
2.	pc	ARCH FILE, 3-hole, A4, D-type, 3", with label	35	340.00	11,900.00
3.	pack	BATTERY, dry Cell, size AA	100	21.84	2,184.00
4.	pc	CABLE TIE	50	5.00	250.00
5.	box	CARBON FILM, A4	1	221.00	221.00
6.	pc	CERTIFICATE HOLDER, A4 SIZE", plastic with board	500	44.00	22,000.00
7.	pc	CLEARBOOK, A4	30	35.36	1,060.80
8.	box	CLIP, backfold, 15mm, 12's	5	12.00	60.00
9.	box	CLIP, backfold, 32mm, 12's	5	28.00	140.00
10.	box	CLIP, backfold, 41mm, 12's	5	55.00	275.00
11.	pc	CORRECTION TAPE, 8m	30	11.53	345.90
12.	pc	ENVELOPE, expanding, long, KRAFT	10	14.00	140.00
13.	box	FASTENER, for paper, Plastic coated, 50 sets per box	3	50.00	150.00
14.	pc	FILE ORGANIZER, Plastic, expanding, with divider, A4	10	82.00	820.00
15.	pc	FILE ORGANIZER, Plastic, expanding, with divider without handle (accordion file), long	10	125.00	1,250.00
16.	pc	FLOURESCENT MARKER, yellow	25	20.00	500.00
17.	pack	FOLDER, with tab, A4	2	388.96	777.92
18.	bottle	GLUE, multi-purpose, 130 g.	14	50.00	700.00
19.	pc	GLUE STICK, small	200	5.00	1,000.00
20.	pc	ID JACKET, clear plastic, B4 (155x106mm - upright)	70	22.00	1,540.00
21.	pack	LAMINATING FILM, A4, 250 mic	5	1,020.00	5,100.00
22.	pc	MARKER, permanent, black, bullet type	30	15.60	468.00
23.	pc	MARKER, permanent, blue, bullet type	30	15.60	468.00
24.	pc	MARKER, whiteboard, black	30	10.04	301.20
25.	pc	MARKER, whiteboard, blue	30	10.04	301.20
26.	pc	MARKER, whiteboard, red	30	10.04	301.20
27.	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	12	63.44	761.28
28.	box	PAPER CLIP, vinyl/plastic coated, 33mm	30	9.36	280.80

29.	box	PAPER CLIP, vinyl/plastic coated, 50mm	20	23.92	478.40
30.	ream	PAPER, MULTICOPY, A4, 80 gsm	60	179.92	10,795.20
31.	box	PENCIL, #2, 12's/bx	8	75.00	600.00
32.	pc	PHOTO FRAME, with stand, A4 SIZE	150	90.00	13,500.00
33.	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	60	105.00	6,300.00
34.	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	10	20.00	200.00
35.	pc	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	2	72.80	145.60
36.	pc	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	6	105.04	630.24
37.	pc	SIGN PEN, black, 0.5	100	64.00	6,400.00
38.	pc	SIGN PEN, blue, 0.5	50	64.00	3,200.00
39.	pc	SIGN PEN, red, 0.5	50	64.00	3,200.00
40.	pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	400	28.00	11,200.00
41.	pc	STAMP PAD, felt	6	42.64	255.84
42.	bottle	STAMP PAD INK, black	15	20.00	300.00
43.	box	STAPLE WIRE, standard	10	23.76	237.60
44.	pack	STICKER PAPER GLOSSY, 10's/pack, A4	14	35.00	490.00
45.	pack	STICKER PAPER MATTE, 10's/pack, A4	10	35.00	350.00
46.	pc	STICKY NOTE PADS, 2" x 2", 400's, asstd	2	172.00	344.00
47.	roll	TAPE, DOUBLE ADHESIVE, 1"	15	25.00	375.00
48.	roll	TAPE, DOUBLE ADHESIVE, 2"	15	45.00	675.00
49.	roll	TAPE, DOUBLE ADHESIVE, 3"	15	82.00	1,230.00
50.	roll	TAPE, DUCT, 2"	10	70.00	700.00
51.	roll	TAPE, DUCT, 3"	10	232.00	2,320.00
52.	roll	TAPE, MAGIC, 1"	10	251.00	2,510.00
53.	roll	TAPE, masking, 24mm	10	61.88	618.80
54.	roll	TAPE, MASKING, 48mm	10	121.16	1,211.60
55.	roll	TAPE, packaging, 48mm	10	30.16	301.60
56.	roll	TAPE, transparent, 24mm	20	11.44	228.80
57.	roll	TAPE, transparent, 48mm	20	23.92	478.40
58.	roll	TWINE, plastic	10	70.72	707.20
59.	pc	US FOLDER, A4, white	200	5.00	1,000.00
60.	unit	BULLETIN BOARD, whiteboard, 4'x8', with stand	2	7,940.00	15,880.00
61.	unit	BULLETIN BOARD, whiteboard, 3'x5'	1	1,875.00	1,875.00
62.	unit	CALCULATOR, compact	5	287.04	1,435.20
63.	pc	CUTTER/UTILITY KNIFE, for general purpose	10	31.72	317.20
64.	pc	DESK TRAY, METAL, 3 layers	10	550.00	5,500.00
65.	pc	DOCUMENT STORAGE BOX, Plastic with wheels, 68cmx48cmx40cm, 87 liters	5	995.00	4,975.00
66.	unit	ELECTRIC FAN, ceiling mount, orbit type	4	1,380.08	5,520.32
67.	unit	ELECTRIC FAN, Industrial, 14", metal blade	4	2,800.00	11,200.00
68.	unit	ELECTRIC FAN, Stand fan, 18"	15	2,000.00	30,000.00
69.	unit	GLUE GUN, small	15	115.00	1,725.00
70.	unit	ID Laminator, HD	1	5,500.00	5,500.00
71.	pc	MONOBLOC CHAIR, beige	200	375.44	75,088.00
72.	unit	PAPER CUTTER, 15"x18"	5	1,400.00	7,000.00

73.	pc	PUNCHER, paper, heavy duty	10	162.24	1,622.40
74.	pc	RULER, plastic, 450mm	10	20.80	208.00
75.	pair	SCISSORS, symmetrical	15	40.56	608.40
76.	pc	STAPLER, standard type	10	145.60	1,456.00
77.	unit	TAPE DISPENSER, table top	10	78.00	780.00
78.	pc	WALL CLOCK, quartz	50	350.00	17,500.00
				<b>TOTAL AMOUNT</b>	<b>314,566.74</b>

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 26, 2024.**

Address : Procurement Office, Administration Building  
Cavite State University  
Indang, Cavite

E-mail : [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto: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