



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 Materials for CED**

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 CED”** with an Approved Budget for the Contract (ABC) of **Two Hundred Eighteen Thousand One Hundred Eighty-Seven Pesos Only (PhP 218,187.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	2	box	ACETATE (transparency film) A4	350.00	700.00
2.	80	pc	BALLPEN, black	5.00	400.00
3.	80	pc	BALLPEN, blue	5.00	400.00
4.	80	pc	BALLPEN, green	5.00	400.00
5.	20	pc	BATTERY, 9V, HD	170.00	3,400.00
6.	50	pc	BATTERY, AA, 2's, HD	77.00	3,850.00
7.	50	pc	BATTERY, AAA, 2's, HD	77.00	3,850.00
8.	50	pc	BROWN ENVELOPE, for A4 size document	1.75	88.00
9.	30	pc	BROWN ENVELOPE, for Long size document	1.90	57.00
10.	50	pc	CD-RW, with case	46.00	2,300.00
11.	50	box	CLIP, bulldog, 23mm, 12's	30.00	1,500.00
12.	50	box	CLIP, bulldog, 31mm, 12's	42.00	2,100.00
13.	50	box	CLIP, bulldog, 38mm, 12's	50.00	2,500.00
14.	50	box	CLIP, bulldog, 51mm, 12's	73.00	3,650.00
15.	50	box	CLIP, bulldog, 63mm, 12's	109.00	5,450.00
16.	50	box	CLIP, bulldog, 75mm, 12's	147.00	7,350.00
17.	15	ream	COLORED BONDPAPER, A4, S20 (70 gsm), blue	390.25	5,854.00
18.	2	ream	COLORED BONDPAPER, A4, S20 (70 gsm), orange	390.25	781.00
19.	3	ream	COLORED BONDPAPER, A4, S20 (70 gsm), yellow	390.25	1,171.00
20.	4	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	390.25	1,561.00
21.	50	pack	DRESSMAKER'S PIN	13.00	650.00
22.	200	pc	ENVELOPE, expanding, A4, BLUE	13.75	2,750.00
23.	200	pc	ENVELOPE, expanding, A4, GREEN	13.75	2,750.00
24.	50	pc	ENVELOPE, expanding, A4, RED	13.75	688.00
25.	50	pc	ENVELOPE, expanding, long, BLUE	16.55	828.00
26.	50	pc	ENVELOPE, expanding, long, GREEN	16.55	828.00
27.	50	pc	ENVELOPE, expanding, long, RED	16.55	828.00
28.	45	bottle	EPSON INK, BOTTLE, 003, black	290.00	13,050.00
29.	25	bottle	EPSON INK, BOTTLE, 003, magenta	290.00	7,250.00
30.	25	bottle	EPSON INK, BOTTLE, 003, yellow	290.00	7,250.00

31.	10	pc	EPSON RIBBON FOR LX-310	132.30	1,323.00
32.	30	pc	ERASER, felt, for white/black boards	26.00	780.00
33.	1	pc	FLAG, Cavite State University, 4 x 8	7,000.00	7,000.00
34.	1	pc	FLAG, Cavite, 4 x 8	6,500.00	6,500.00
35.	1	pc	FLAG, Philippine National Flag, 4 x 8	500.00	500.00
36.	20	pc	FLOURESCENT MARKER, green	39.00	780.00
37.	20	pc	FLOURESCENT MARKER, orange	39.00	780.00
38.	20	pc	FLOURESCENT MARKER, yellow	39.00	780.00
39.	30	pc	FOLDER, sliding, morroco, orange, long	10.00	300.00
40.	30	pc	FOLDER, sliding, plastic, green, A4	6.60	198.00
41.	30	pc	FOLDER, sliding, plastic, green, short	6.60	198.00
42.	20	pc	FOLDER, TAGBOARD, Legal size, white	4.40	88.00
43.	50	pc	GLUE STICK, big	11.00	550.00
44.	15	bottle	GLUE, multi-purpose, 473 g.	297.50	4,462.50
45.	3	pack	LAMINATING FILM, A4, 125 mic	661.50	1,984.50
46.	3	pack	LAMINATING FILM, A4, 250 mic	1,323.00	3,969.00
47.	10	box	PENCIL, #2, 12's/bx	88.20	882.00
48.	15	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	110.25	1,654.00
49.	10	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	110.25	1,103.00
50.	15	box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	19.00	285.00
51.	20	bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	264.60	5,292.00
52.	5	bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	93.70	469.00
53.	20	bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	452.00	9,040.00
54.	20	bundle	RING BINDER, 3", plastic, 10pcs/bundle, black	661.50	13,230.00
55.	20	bundle	RING BINDER, 3/4", plastic, 10pcs/bundle, black	176.40	3,528.00
56.	5	bundle	RING BINDER, 3/8", plastic, 10pcs/bundle, black	77.10	386.00
57.	100	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	38.60	3,860.00
58.	50	pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	38.60	1,930.00
59.	10	pack	SPECIALTY PAPER, 10's/pack, BLUE, A4	35.25	353.00
60.	50	pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	35.25	1,763.00
61.	15	pack	SPECIALTY PAPER, 10's/pack, WHITE, A4	35.25	529.00
62.	10	box	STAPLE WIRE, Std, No.25	32.00	320.00
63.	20	pack	STICKER PAPER GLOSSY, 10's/pack, A4	38.50	770.00
64.	20	pack	STICKER PAPER MATTE, 10's/pack, A4	38.50	770.00
65.	15	pc	STICKY NOTE PAD, yellow, 3 x 5	108.05	1,621.00
66.	15	pc	STICKY NOTE PADS, 2" x 2", 400's, asstd	171.25	2,569.00

67.	15	pc	STICKY NOTE PADS, yellow, 1.5"x2"	30.90	464.00
68.	15	pc	STICKY NOTE PADS, yellow, 2"x3"	60.65	910.00
69.	15	pc	STICKY NOTE PADS, yellow, 3"x3"	66.15	992.00
70.	15	pc	STICKY NOTE PADS, yellow, 3"x4"	93.70	1,406.00
71.	15	roll	TAPE, DOUBLE ADHESIVE, 1"	27.50	413.00
72.	10	roll	TAPE, DOUBLE ADHESIVE, 2"	55.00	550.00
73.	10	roll	TAPE, DOUBLE ADHESIVE, 3"	82.70	827.00
74.	30	box	THUMBTACKS	11.00	330.00
75.	50	pc	US FOLDER, A4, white	4.40	220.00
76.	10	pc	US FOLDER, short, white	4.40	44.00
77.	25	bottle	EPSON INK, BOTTLE, 003, cyan	290.00	7,250.00
78.	3	pc	HDMI Cable, 10 meters (CDC)	12,000.00	36,000.00
79.	4	pc	Ink for laserjet printer	1,000.00	4,000.00
<b>TOTAL AMOUNT</b>					<b>218,187.00</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 December 16, 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