



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 CON

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 CON”** with an Approved Budget for the Contract (ABC) of **Sixty-Seven Thousand Six Hundred Eighty Pesos Only (PhP 67,608.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No. | Quantity | Unit | Description | Unit Cost | Total Cost |
|---------------------|----------|--------|--|-----------|------------------|
| 1. | 10 | box | Magic Tape 1 roll 24mm x 50m | 620.00 | 6,200.00 |
| 2. | 2 | box | Acetate (Transparency film) A4 | 325.00 | 650.00 |
| 3. | 6 | ream | COLORED BONDPAPER, A4, S20 (70 gsm), green | 250.00 | 1,500.00 |
| 4. | 10 | pc | Flourescent Marker blue | 20.00 | 200.00 |
| 5. | 10 | pc | Flourescent Marker green | 20.00 | 200.00 |
| 6. | 10 | pc | Flourescent Marker orange | 20.00 | 200.00 |
| 7. | 10 | pc | Flourescent Marker pink | 20.00 | 200.00 |
| 8. | 10 | pc | Flourescent Marker yellow | 20.00 | 200.00 |
| 9. | 50 | pc | FOLDER, pressboard plain, A4, green | 11.00 | 550.00 |
| 10. | 50 | pc | FOLDER, pressboard plain, Long, green | 11.00 | 550.00 |
| 11. | 10 | bottle | GLUE, multi all purpose, 40g | 26.00 | 260.00 |
| 12. | 10 | bottle | GLUE, multi all purpose, 240g | 100.00 | 1,000.00 |
| 13. | 6 | pcs | HP17A Laser Jet Toner CF217A | 2,450.00 | 14,700.00 |
| 14. | 6 | pcs | HP19ACF219A Black Original Toner Drum | 4,344.67 | 26,068.00 |
| 15. | 1 | pack | Lamination Film A4 125mg | 1,120.00 | 1,120.00 |
| 16. | 10 | box | Pencil #2 | 75.00 | 750.00 |
| 17. | 10 | pack | Photo Paper glossy 20pcs pack 180g A4 | 105.00 | 1,050.00 |
| 18. | 10 | pc | Ribbon for manual Typewriter | 28.00 | 280.00 |
| 19. | 40 | pack | Special Board 10packs Cream A4 | 28.00 | 1,120.00 |
| 20. | 40 | pack | Special Paper 10packs Cream A4 | 36.00 | 1,440.00 |
| 21. | 10 | pcs | Sticky Note Pad yellow 3x5 | 109.00 | 1,090.00 |
| 22. | 10 | pcs | Sticky Note Pads 2 x 2 400s | 172.00 | 1,720.00 |
| 23. | 10 | pcs | Sticky Note Pad yellow 1.5x2 | 31.00 | 310.00 |
| 24. | 10 | pcs | Sticky Note Pad yellow 2x3 | 61.00 | 610.00 |
| 25. | 10 | pcs | Sticky Note Pad yellow 3x3 | 67.00 | 670.00 |
| 26. | 10 | pcs | Sticky Note Pad yellow 3x4 | 94.00 | 940.00 |
| 27. | 10 | pcs | Tape Double Adhesive 1 | 25.00 | 250.00 |
| 28. | 10 | pcs | Tape Double Adhesive 2 | 45.00 | 450.00 |
| 29. | 10 | pcs | Tape Double Adhesive 3 | 82.00 | 820.00 |
| 30. | 10 | pcs | Magic Tape 1 | 251.00 | 2,510.00 |
| TOTAL AMOUNT | | | | | 67,608.00 |

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 December 2, 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