



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 Various Supplies and Materials for OP**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Various Supplies and Materials for OP”** with an Approved Budget for the Contract (ABC) of **One Hundred Four Thousand Five Hundred Twenty-Seven Pesos Only (PhP 104,527.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	pc	BATTERY, AA, 2's, HD	70.00	1,400.00
2.	20	pc	BATTERY, AAA, 2's, HD	70.00	1,400.00
3.	5	box	CLIP, backfold, 15mm, 12's	12.00	60.00
4.	5	box	CLIP, backfold, 32mm, 12's	28.00	140.00
5.	5	box	CLIP, backfold, 41mm, 12's	55.00	275.00
6.	50	pc	SIGN PEN, black, 1.0	64.00	3,200.00
7.	50	pc	SIGN PEN, blue, 1.0	64.00	3,200.00
8.	10	rolls	TAPE, DOUBLE ADHESIVE, 2"	45.00	450.00
9.	10	rolls	TAPE, DUCT, 2"	70.00	700.00
10.	1	bx	THUMBTACKS	10.00	10.00
11.	25	ream	COPY PAPER, A4 80gsm	210.00	5,250.00
12.	10	pad	RULED PAD PAPER, Yellow, Class A	60.00	600.00
13.	20	pc	STICKY NOTE PADS, yellow, 1.5" x 2"	31.00	620.00
14.	20	pc	STICKY NOTE PAD, yellow, 2" x 3"	61.00	1,220.00
15.	20	pcs	STICKY NOTE PAD, yellow, 3" x 5"	109.00	2,180.00
16.	100	pc	ENVELOPE, expanding, long, GREEN	14.00	1,400.00
17.	100	pc	ENVELOPE, expanding, long, KRAFT	14.00	1,400.00
18.	4	pcs	EXTENSION CORD, 4-universal plug, HD with individual switches	750.00	3,000.00
19.	25	pack	INTERFOLDED PAPER TOWELS	62.00	1,550.00
20.	10	pc	ALBATROSS, big	60.00	600.00
21.	5	pc	CLEANING TOWEL, 12's / pack	250.00	1,250.00
22.	10	bottle	DISHWASHING LIQUID, 1000mL	102.00	1,020.00
23.	4	units	FABRIC CONDITIONER, 500ml	105.00	420.00
24.	10	pack	GARBAGE BAG, medium, transparent, 100's	175.00	1,750.00
25.	10	pack	GARBAGE BAG, small, transparent, 100's	112.00	1,120.00
26.	2	bottle	GLASS CLEANER, 350ml	225.00	450.00
27.	10	pc	SCOTCH BRITE with foam	37.00	370.00
28.	1	unit	PAPER CUTTER, 15" x 18"	1,400.00	1,400.00
29.	4	pc	SCISSOR, 6", HD	80.00	320.00
30.	4	pc	STAMPING DATE, self-inking stamp, shiny	450	1,800.00
31.	4	pc	STAPLER, HD, with remover, #35	130.00	520.00
32.	4	pc	TAPE DISPENSER, handheld	160.00	640.00
33.	1	unit	PAPER SHREDDER, HD, cross-cut, 30L	22,000.00	22,000.00
34.	2	unit	EXTERNAL HARDDRIVE, 2TB	7,700.00	15,400.00
35.	5	unit	FLASH DRIVE, 64GB	1,450.00	7,250.00

36.	4	unit	KEYBOARD, USB TYPE	490.00	1,960.00
37.	4	unit	MOUSE, Optical, USB	350.00	1,400.00
38.	2	set	TISSUE HOLDER	276.00	552.00
39.	2	unit	WATER DISPENSER, HOT AND COLD	6,500.00	13,000.00
40.	2	pc	RUBBER SQUIGEE	175.00	350.00
41.	2	set	TORNADO MOP, big	1,450.00	2,900.00
<b>TOTAL AMOUNT</b>					<b>104,527.00</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 9, 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