



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 Cleaning Materials for CvSU Main Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies and Cleaning Materials for CvSU Main Campus**” with an Approved Budget for the Contract (ABC) of **Sixty-Four Thousand One Hundred Forty-Five Pesos Only (PhP 64,145.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	PACK	BATTERY, dry Cell, size AA	40	68.00	2,720.00
2.	PACK	BATTERY, dry Cell, size AAA	17	68.00	1,156.00
3.	TUBE	BLADE, for general purpose cutter / utility knife	1	35.00	35.00
4.	PC	DATA FILE BOX	5	380.00	1,900.00
5.	BOX	ENVELOPE, mailing, with window	1	515.00	515.00
6.	BOX	FASTENER, metal, non-sharp edges	13	40.00	520.00
7.	PACK	FILE TAB DIVIDER, bristol board, for A4	18	38.00	684.00
8.	PACK	FOLDER, L-type, A4	29	75.00	2,175.00
9.	JAR	GLUE, all purpose	14	65.00	910.00
10.	PC	MARKER, permanent, black, bullet type	29	23.50	681.50
11.	PC	MARKER, permanent, blue, bullet type	15	23.50	352.50
12.	PC	MARKER, permanent, red, bullet type	12	23.50	282.00
13.	PC	MARKER, whiteboard, black	52	34.00	1,768.00
14.	PC	MARKER, whiteboard, blue	15	34.00	510.00
15.	PC	MARKER, whiteboard, red	6	34.00	204.00
16.	PAD	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	27	70.00	1,890.00
17.	BOX	RUBBER BAND, No. 18	29	160.00	4,640.00
18.	PC	SIGN PEN, black	225	25.00	5,625.00
19.	PC	SIGN PEN, blue	142	25.00	3,550.00
20.	PC	SIGN PEN, red	150	25.00	3,750.00
21.	PC	STAMP PAD, felt	11	45.00	495.00
22.	ROLL	TAPE, packaging, 48mm	9	38.00	342.00
23.	PC	BROOM, soft, tambo	19	170.00	3,230.00
24.	PC	BROOM, stick, ting-ting	21	35.00	735.00
25.	bottle	CLEANER, toilet and urinal	31	120.00	3,720.00
26.	can	CLEANSER, scouring powder	64	49.00	3,136.00
27.	pack	DETERGENT POWDER, all-purpose, 1kg	11	130.00	1,430.00
28.	can	DISINFECTANT SPRAY, aerosol type	11	420.00	4,620.00
29.	can	INSECTICIDE, aerosol type	2	450.00	900.00
30.	bottle	LIQUID HAND SOAP, 500mL	31	199.00	6,169.00
31.	pack	TISSUE, interfolded paper towel	100	55.00	5,500.00
<b>TOTAL AMOUNT</b>					<b>64,145.00</b>

2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.

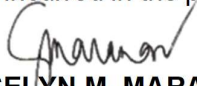
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and 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 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