



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 for College of Nursing**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies for College of Nursing”** with an Approved Budget for the Contract (ABC) of **Ninety-Nine Thousand Eight Hundred One Pesos and 74/100 Only (PhP 99,801.74)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	pcs	BATTERY, dry Cell, size AA	20	21.84	436.80
2.	pcs	BATTERY, dry Cell, size AAA	20	19.76	395.20
3.	pack	CARTOLINA, assorted colors	20	90.48	1,809.60
4.	box	CLIP, backfold, 19mm	40	9.36	374.40
5.	box	CLIP, backfold, 25mm	40	15.60	624.00
6.	box	CLIP, backfold, 50mm	40	60.32	2,412.80
7.	box	ENVELOPE, documentary, A4	2	840.32	1,680.64
8.	pack	FOLDER, L-type, A4	2	187.54	375.08
9.	pack	FOLDER, L-type, legal	2	238.57	477.14
10.	pack	FOLDER, with tab, legal	2	427.44	854.88
11.	pcs	INK CART, EPSON C13T664100 (T6641), Black	100	231.90	23,190.00
12.	pcs	INK CART, EPSON C13T664200 (T6642), Cyan	40	242.20	9,688.00
13.	pcs	INK CART, EPSON C13T664300 (T6643), Magenta	40	242.20	9,688.00
14.	pcs	INK CART, EPSON C13T664400 (T6644), Yellow	40	242.20	9,688.00
15.	pcs	MARKER, whiteboard, blue	60	10.04	602.40
16.	box	PAPER CLIP, vinyl/plastic coated, 33mm	40	9.36	374.40
17.	ream	PAPER, Multi-Purpose, A4, 70 gsm	200	163.28	32,656.00
18.	pcs	SIGN PEN, black	10	26.00	260.00
19.	box	STAPLE WIRE, standard	50	23.76	1,188.00
20.	pcs	TAPE, MASKING, 48mm	20	121.16	2,423.20
21.	pcs	TAPE, packaging, 48mm	20	30.16	603.20
<b>TOTAL AMOUNT</b>					<b>99,801.74</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 January 14, 2025**.

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