



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 Equipment for Cashier's Office**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **"Supply and Delivery of Various Supplies and Equipment for Cashier's Office"** with an Approved Budget for the Contract (ABC) **Eighty-Five Thousand Eighty-Eight Pesos and 41/100 Only (PhP 85,088.41)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	75	Packs	FOLDER, L-type, A4	187.54	14,065.50
2.	3	Bxs	PAPER CLIP, vinyl/plastic coated, 33mm	9.36	28.08
3.	3	Bxs	PAPER CLIP, vinyl/plastic coated, 50mm	23.92	71.76
4.	3	Cans	AIR FRESHENER, aerosol type, 10 oz	87.36	262.08
5.	2	Pcs	BROOM, soft, tambo	127.92	255.84
6.	5	Btls	LIQUID HAND SANITIZER, 500mL	151.43	757.15
7.	5	Pcs	BATTERY, AA, 2's, HD	70.00	350.00
8.	30	Pcs	CD-RW, with case	37.00	1,110.00
9.	5	Btls	INK REFILL, permanent marker, black	84.00	420.00
10.	20	Pcs	MARKING PEN, permanent, Fine, black	35.00	700.00
11.	5	Pcs	RIBBON FOR MANUAL TYPEWRITER	28.00	140.00
12.	1	Bx	PENCIL, #2, 12's	75.00	75.00
13.	12	Pcs	SIGN PEN, blue, 0.5	64.00	768.00
14.	3	Btls	STAMP PAD INK, black	20.00	60.00
15.	2	Rolls	TAPE, DUCT, 2"	70.00	140.00
16.	100	Rms	COPY PAPER, A4 80gsrn	210.00	21,000.00
17.	14	Pcs	ENVELOPE, expanding, A4, KRAFT	20.00	280.00
18.	14	Pcs	ENVELOPE, expanding, long, KRAFT	30.00	420.00
19.	10	Bxs	FASTENER, for paper, Plastic coated, 50sets/box	50.00	500.00
20.	2	Pcs	EXTENSION CORD, 3-unversal plug, HD, 6m	305.00	610.00
21.	1	Pc	EXTENSION CORD, 4-universal plug, HD with individual switches	750.00	750.00
22.	5	Btls	DISHWASHING LIQUID, 1000mL	102.00	510.00
23.	5	Pcs	SCOTCH BRITE with foam	37.00	185.00
24.	2	Units	UPS, 400-1000 VA Single Phase	3,500.00	7,000.00
25.	1	Unit	SATA SSD 1TB	6,500.00	6,500.00
26.	3	Units	CHAIR, Office, Midback, leather	4,410.00	13,230.00
27.	1	Unit	SOFA SET, 3 seater	14,900.00	14,900.00
<b>TOTAL AMOUNT</b>					<b>85,088.41</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