



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 CEIT**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies for CEIT**” with an Approved Budget for the Contract (ABC) of **Sixty-Six Thousand Seventy-Four Pesos and 18/100 Only (PhP 66,074.18)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	PC	BATTERY, AA, 2's, HD	10	90.00	900.00
2.	PC	CABLE, HDMI, 3m	3	600.00	1,800.00
3.	PC	CERTIFICATE HOLDER, A4 SIZE", plastic with board	100	45.00	4,500.00
4.	PC	ERASER, dust-free	5	15.00	75.00
5.	PC	FLOURESCENT MARKER, green	6	15.00	90.00
6.	PC	FLOURESCENT MARKER, orange	6	15.00	90.00
7.	Bottle	INK REFILL, white board marker, black	6	100.00	600.00
8.	Box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	6	20.00	120.00
9.	PC	SIGN PEN, black, 0.5	6	25.00	150.00
10.	PC	SIGN PEN, black, 1.0	6	65.00	390.00
11.	PC	SIGN PEN, red, 1.0	6	65.00	390.00
12.	REAM	COLORED BOND PAPER, A4, S20 (70gsm), green, yellow, blue, orange	2	250.00	500.00
13.	REAM	COLORED BOND PAPER, short, S20 (70gsm), green, yellow, blue, orange	2	250.00	500.00
14.	Bundle	DAILY TIME RECORD, Form 48, White (50's bundle)	2	25.00	50.00
15.	Pack	INDEX CARD, 5"x8", 500 pieces per pack	6	195.00	1,170.00
16.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	20	25.00	500.00
17.	PC	SPECIALTY PAPER, with microtex, A4	100	7.00	700.00
18.	Pack	STICKER PAPER GLOSSY, 10's / pack, A4	10	40.00	400.00
19.	PC	STICKY NOTE PADS, yellow, 1.5"x2"	10	20.00	200.00
20.	PC	CLEARBOOK, long, refillable, plastic	10	40.00	400.00
21.	Bottle	INK, BOTTLE, 003, black	60	280.00	16,800.00
22.	Bottle	INK, BOTTLE, 003, magenta	30	280.00	8,400.00
23.	Bottle	INK, BOTTLE, 003, yellow	30	280.00	8,400.00
24.	Bottle	INK, BOTTLE, 003, cyan	30	280.00	8,400.00
25.	PC	CERTIFICATE HOLDER, A4 SIZE", clear plastic	10	25.00	250.00

26.	pack	INDEX TAB FLAGS, SIGN HERE, yellow	2	195.00	390.00
27.	pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	10	35.00	350.00
28.	pack	STICKER PAPER MATTE, 10's / pack, LONG	1	45.00	45.00
29.	pc	ARCH FILE, 3-hole, A4, D-type, 2", with label	10	350.00	3,500.00
30.	ream	PAPER, Multi-Purpose, A4, 80gsm	7	137.74	964.18
31.	pc	FOLDER, sliding, morroco, orange, A4	10	15.00	150.00
32.	bottle	INK, BOTTLE, 664, black	5	350.00	1,750.00
33.	bottle	INK, BOTTLE, 664, magenta	3	350.00	1,050.00
34.	bottle	INK, BOTTLE, 664, yellow	3	350.00	1,050.00
35.	bottle	INK, BOTTLE, 664, cyan	3	350.00	1,050.00
<b>TOTAL AMOUNT</b>					<b>66,074.18</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 February 17, 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