



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
 Indang, Cavite, Philippines
 ☎ (046) 889-6373
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 **Seventy-Seven Thousand One Hundred Fifteen Pesos Only (PhP 77,115.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	PC	BATTERY, AA, 2's, HD	25	90.00	2,250.00
2.	PC	BATTERY, AAA, 2's, HD	25	90.00	2,250.00
3.	PC	BATTERY, 9V, HD	15	100.00	1,500.00
4.	PC	ERASER, felt, for white/black boards	5	20.00	100.00
5.	Bottle	GLUE, multi-purpose, 40g	6	25.00	150.00
6.	PC	ID JACKET, clear plastic, B4 (155x106mm - upright)	30	30.00	900.00
7.	Pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	3	35.00	105.00
8.	Pack	INDEX TAB FLAGS, SIGN HERE, yellow	3	195.00	585.00
9.	Bottle	INK REFILL, white board marker, black	6	100.00	600.00
10.	Pack	LAMINATING FILM, A4, 125 mic	1	700.00	700.00
11.	PC	MARKING PEN, permanent, Fine, black	6	35.00	210.00
12.	PC	MARKING PEN, permanent, Superfine, black	6	45.00	270.00
13.	PC	SIGN PEN, black, 0.5	12	25.00	300.00
14.	PC	SIGN PEN, blue, 0.5	12	25.00	300.00
15.	PC	SIGN PEN, red, 0.5	12	25.00	300.00
16.	Bottle	STAMP PAD INK, black	5	25.00	125.00
17.	Roll	TAPE, DOUBLE ADHESIVE, 1"	10	20.00	200.00
18.	Roll	TAPE, DOUBLE ADHESIVE, 2"	10	55.00	550.00
19.	Pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	3	80.00	240.00
20.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	10	25.00	250.00
21.	PC	STICKY NOTE PADS, yellow, 1.5"x2"	10	20.00	200.00
22.	PC	STICKY NOTE PADS, yellow, 2"x3"	10	15.00	150.00
23.	PC	STICKY NOTE PADS, yellow, 3"x3"	10	20.00	200.00
24.	PC	STICKY NOTE PADS, yellow, 3"x4"	10	25.00	250.00
25.	PC	STICKY NOTE PAD, yellow, 3 x 5	10	30.00	300.00
26.	PC	STICKY NOTE PADS, 2" x 2", 400's, asstd	2	160.00	320.00
27.	PC	US FOLDER, A4, white	30	5.00	150.00

28.	pack	PVC Binding cover (clear, A4, 100 pcs per box, 200 microns)	3	500.00	1,500.00
29.	Bottle	INK, BOTTLE, 003, black	90	280.00	25,200.00
30.	Bottle	INK, BOTTLE, 003, magenta	44	280.00	12,320.00
31.	Bottle	INK, BOTTLE, 003, yellow	44	280.00	12,320.00
32.	Bottle	INK, BOTTLE, 003, cyan	44	280.00	12,320.00
TOTAL AMOUNT					77,115.00

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 / 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