



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 Supplies and Materials for CvSU Bacoor Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for CvSU Bacoor Campus”** with an Approved Budget for the Contract (ABC) of **Three Hundred Forty-Eight Thousand Nine Hundred Ninety-Eight Pesos and 50/100 Only (PhP 348,998.50)**. 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	3 Ring Binder Flexible Round Binder with Clear Catalog Pocket A4 File Clip Thick Folder Organizer	10	100.00	1,000.00
2.	PC	APRON (DOH SPECS)	10	75.75	757.50
3.	PC	BALLPEN, black	310	10.00	3,100.00
4.	PC	BALLPEN, blue	310	10.00	3,100.00
5.	PC	BALLPEN, green	25	10.00	250.00
6.	PC	BALLPEN, red	160	10.00	1,600.00
7.	PC	BATTERY, AA, RECHARGEABLE	26	700.00	18,200.00
8.	PC	CABLE, HDMI, 20m	1	3,000.00	3,000.00
9.	PC	CABLE, HDMI, 3m	5	600.00	3,000.00
10.	Box	CABLE, UTP	2	4,000.00	8,000.00
11.	PC	CERTIFICATE HOLDER, A4 SIZE", clear plastic	305	25.00	7,625.00
12.	PC	CERTIFICATE HOLDER, A4 SIZE", plastic with board	450	45.00	20,250.00
13.	PC	CERTIFICATE HOLDER, A4, with board	25	45.00	1,125.00
14.	PC	CORRUGATED BOX, for A4 size documents	3	60.00	180.00
15.	Pack	COTTON PLEDGET/COTTON BUDS	9	89.00	801.00
16.	PCS	CR2032 CMOS Battery	250	60.00	15,000.00
17.	Pack	DRESSMAKER'S PIN	15	12.00	180.00
18.	PC	GLUE STICK, big	150	10.00	1,500.00
19.	PC	GLUE STICK, small	300	5.00	1,500.00
20.	Bottle	GLUE, multi purpose, 130 g.	20	50.00	1,000.00
21.	Bottle	GLUE, multi-purpose, 240 g.	20	110.00	2,200.00
22.	Bottle	INK REFILL, permanent marker, black	3	85.00	255.00
23.	Bottle	INK REFILL, white boardmarker, black	3	100.00	300.00
24.	Pack	LAMINATING FILM, A4, 250 mic	3	980.00	2,940.00
25.	PC	MARKING PEN, permanent, Broad, black	50	35.00	1,750.00
26.	PC	MARKING PEN, permanent, Broad, blue	30	35.00	1,050.00
27.	PC	MARKING PEN, permanent, Broad, red	30	35.00	1,050.00
28.	Box	PENCIL, #1, 12's/bx	20	55.00	1,100.00

29.	PC	PHOTO FRAME, with stand, 8 1/2"x 11"	30	150.00	4,500.00
30.	PC	PHOTO FRAME, with stand, A4 SIZE	75	150.00	11,250.00
31.	Box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	35	20.00	700.00
32.	PC	RJ45 - Pass-Thru	250	10.00	2,500.00
33.	PC	SHOELACE	25	20.00	500.00
34.	PC	SIGN PEN, black, 0.5	20	25.00	500.00
35.	PC	SIGN PEN, blue, 0.5	20	25.00	500.00
36.	Bottle	STAMP PAD INK, black	2	25.00	50.00
37.	Box	STAPLE WIRE, HD, 23/17, for heavy duty staplers, metal, non-rust	1	70.00	70.00
38.	Box	STAPLE WIRE, Std, No.25	15	35.00	525.00
39.	Roll	TAPE, DOUBLE ADHESIVE, 1"	30	20.00	600.00
40.	Roll	TAPE, DOUBLE ADHESIVE, 2"	30	55.00	1,650.00
41.	Roll	TAPE, DOUBLE ADHESIVE, 3"	30	60.00	1,800.00
42.	Roll	TAPE, DUCT, 2"	30	220.00	6,600.00
43.	Roll	TAPE, DUCT, 3"	30	280.00	8,400.00
44.	Box	THUMB TACKS	40	10.00	400.00
45.	PC	TONGUE DEPRESSOR	30	3.50	105.00
46.	PC	ARCH FILE, 3-hole, A4, D-type, 1.5", with label	15	275.00	4,125.00
47.	PC	ARCH FILE, 3-hole, A4, D-type, 2", with label	15	320.00	4,800.00
48.	PC	ARCH FILE, 3-hole, A4, D-type, 3", with label	15	340.00	5,100.00
49.	PC	BROWN ENVELOPE, for A4 size document	50	2.00	100.00
50.	PC	BROWN ENVELOPE, for Long size document	50	3.00	150.00
51.	PC	CLEARBOOK, short, refillable, plastic	10	35.00	350.00
52.	PC	ENVELOPE, expanding, A4, GREEN	200	15.00	3,000.00
53.	PC	ENVELOPE, expanding, long, KRAFT	200	15.00	3,000.00
54.	PC	ENVELOPE, expanding, long, YELLOW	20	15.00	300.00
55.	Box	ENVELOPE, mailing (long), 500 pcs/box	10	245.00	2,450.00
56.	PC	ENVELOPE, Plastic, A4	25	15.00	375.00
57.	Box	FASTENER, for paper, Plastic coated, 50 sets per box	85	45.00	3,825.00
58.	PC	FILE ORGANIZER, Plastic, expanding, with divider, A4	60	100.00	6,000.00
59.	PC	FOLDER, sliding, plastic, blue, green, red, yellow, long	50	12.00	600.00
60.	PC	US FOLDER, A4, white	50	5.00	250.00
61.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	2	250.00	500.00
62.	PACKS	Gold Notarial Seal/Certificate Foil Seal with #23, self-adhesive, 40's	50	80.00	4,000.00
63.	Pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	90	60.00	5,400.00
64.	Pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	6	80.00	480.00
65.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	20	25.00	500.00

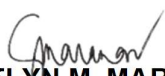
66.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	310	25.00	7,750.00
67.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	90	25.00	2,250.00
68.	Pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	20	35.00	700.00
69.	Pack	SPECIALTY PAPER, 10's/pack, WHITE, A4	170	35.00	5,950.00
70.	Pack	STICKER PAPER GLOSSY, 10's / pack, A4	70	40.00	2,800.00
71.	Pack	STICKER PAPER MATTE, 10's/pack, A4	30	40.00	1,200.00
72..	PC	STICKY NOTE PADS, yellow, 3"x3"	45	20.00	900.00
73.	Roll	TAPE for adding machine, advance, 57mmx70mm	6	30.00	180.00
74.	Bottle	BROTHER, INK in bottle, BT5000C, cyan	5	420.00	2,100.00
75.	Bottle	BROTHER, INK in bottle, BT5000M, magenta	5	420.00	2,100.00
76.	Bottle	BROTHER, INK in bottle, BT5000Y, yellow	5	420.00	2,100.00
77.	Bottle	BROTHER, INK in bottle, BT6000BK, black	5	420.00	2,100.00
78.	Bottle	HP GT53 / GT52 Original Ink Bottle, Black	3	300.00	900.00
79.	Bottle	HP GT53 / GT52 Original Ink Bottle, Cyan	3	300.00	900.00
80.	Bottle	HP GT53 / GT52 Original Ink Bottle, Magenta	3	300.00	900.00
81.	Bottle	HP GT53 / GT52 Original Ink Bottle, Yellow	3	300.00	900.00
82.	PC	IDP RIBBON KIT YMCKO	15	8,500.00	127,500.00
<b>TOTAL AMOUNT</b>					<b>348,998.50</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 March 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