



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 Carmona 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 Carmona Campus**” with an Approved Budget for the Contract (ABC) of **Two Hundred Eighteen Thousand Seventy-Eight Pesos and 10/100 Only (PhP 218,078.10)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	Box	ACETATE (transparency film) A4	2	325.00	650.00
2.	PC	BALLPEN, black	100	10.00	1,000.00
3.	PC	BALLPEN, blue	50	10.00	500.00
4.	PC	BALLPEN, green	50	10.00	500.00
5.	PC	BALLPEN, red	100	10.00	1,000.00
6.	PC	BATTERY, 9V, HD	10	100.00	1,000.00
7.	PC	BATTERY, AA, 2's, HD	30	90.00	2,700.00
8.	PC	BATTERY, AAA, 2's, HD	20	90.00	1,800.00
9.	PC	CABLE TIE	100	5.00	500.00
10.	PC	CABLE, HDMI, 3m	8	600.00	4,800.00
11.	PC	CERTIFICATE HOLDER, A4 SIZE", clear plastic	20	25.00	500.00
12.	PC	CERTIFICATE HOLDER, A4 SIZE", plastic with board	40	45.00	1,800.00
13.	Box	CLIP, backfold, 15mm, 12's	10	15.00	150.00
14.	Box	CLIP, backfold, 32mm, 12's	10	30.00	300.00
15.	Box	CLIP, backfold, 41mm, 12's	10	40.00	400.00
16.	Box	CLIP, bulldog, 23mm, 12's	10	35.00	350.00
17.	Box	CLIP, bulldog, 31mm, 12's	10	40.00	400.00
18.	Box	CLIP, bulldog, 38mm, 12's	10	55.00	550.00
19.	Box	CLIP, bulldog, 51mm, 12's	10	80.00	800.00
20.	Box	CLIP, bulldog, 63mm, 12's	10	115.00	1,150.00
21.	Box	CLIP, bulldog, 75mm, 12's	10	120.00	1,200.00
22.	PC	FLAG, Campus, 4 x 8	2	5,200.00	10,400.00
23.	PC	FLAG, Cavite, 4 x 8	1	5,200.00	5,200.00
24.	PC	FLOURESCENT MARKER, blue	15	15.00	225.00
25.	PC	FLOURESCENT MARKER, green	15	15.00	225.00
26.	PC	FLOURESCENT MARKER, orange	15	15.00	225.00
27.	PC	FLOURESCENT MARKER, pink	15	15.00	225.00
28.	PC	FLOURESCENT MARKER, yellow	15	15.00	225.00
29.	PC	GLUE STICK, big	50	10.00	500.00
30.	PC	GLUE STICK, small	50	5.00	250.00
31.	Bottle	INK REFILL, permanent marker, black	5	85.00	425.00
32.	Bottle	INK REFILL, white boardmarker, black	5	100.00	500.00
33.	Pack	LAMINATING FILM, A4, 125 mic	3	700.00	2,100.00
34.	Pack	LAMINATING FILM, A4, 250 mic	2	980.00	1,960.00
35.	PC	MARKING PEN, permanent, Broad, blue	15	35.00	525.00

36.	PC	MARKING PEN, permanent, Broad, red	15	35.00	525.00
37.	PC	MARKING PEN, permanent, Fine, black	30	35.00	1,050.00
38.	PC	MARKING PEN, permanent, Fine, blue	15	35.00	525.00
39.	PC	MARKING PEN, permanent, Fine, red	15	35.00	525.00
40.	PC	MARKING PEN, permanent, Superfine, black	5	45.00	225.00
41.	Box	PENCIL, #2, 12's/bx	5	110.00	550.00
42.	PC	PHOTO FRAME, with stand, A4 SIZE	5	150.00	750.00
43.	PC	RIBBON/RETRANSFER FILM for ID printer	5	7,170.00	35,850.00
44.	PC	RJ45	50	5.00	250.00
45.	PC	SIGN PEN, black, 0.5	20	25.00	500.00
46.	PC	SIGN PEN, black, 1.0	60	65.00	3,900.00
47.	PC	SIGN PEN, blue, 0.5	50	25.00	1,250.00
48.	PC	SIGN PEN, blue, 1.0	50	65.00	3,250.00
49.	Roll	TAPE, DOUBLE ADHESIVE, 1"	15	20.00	300.00
50.	Roll	TAPE, DOUBLE ADHESIVE, 2"	10	55.00	550.00
51.	Roll	TAPE, DUCT, 2"	2	220.00	440.00
52.	Roll	TAPE, DUCT, 3"	5	280.00	1,400.00
53.	PC	ARCH FILE, 3-hole, A4, D-type, 1.5", with label (accreditation/ ISO)	40	275.00	11,000.00
54.	PC	ARCH FILE, 3-hole, A4, D-type, 2", with label (accreditation/ ISO)	25	320.00	8,000.00
55.	PC	ENVELOPE, expanding, A4, GREEN	10	15.00	150.00
56.	PC	ENVELOPE, expanding, A4, RED	10	15.00	150.00
57.	Box	FASTENER, for paper, Plastic coated, 50 sets per box	5	45.00	225.00
58.	PC	FILE ORGANIZER, Plastic, expanding, with divider, A4	5	100.00	500.00
59.	Bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	5	90.00	450.00
60.	Bundle	RING BINDER, 3/8", plastic, 10pcs/bundle, black	5	75.00	375.00
61.	PC	US FOLDER, A4, white	50	5.00	250.00
62.	Pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	35	60.00	2,100.00
63.	Pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	5	80.00	400.00
64.	Pack	Photo Sticker (100pc) A4	1	248.10	248.10
65.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	156	25.00	3,900.00
66.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	20	25.00	500.00
67.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	56	25.00	1,400.00
68.	Pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	20	35.00	700.00
69.	Pack	SPECIALTY PAPER, 10's/pack, VELLUM, A4	20	35.00	700.00
70.	Pack	STICKER PAPER GLOSSY, 10's/pack, A4	25	40.00	1,000.00
71.	Pack	STICKER PAPER GLOSSY, 10's/pack, LONG	10	45.00	450.00

72..	Pack	STICKER PAPER MATTE, 10's/pack, LONG	5	45.00	225.00
73.	PC	STICKY NOTE PADS, yellow, 1.5"x2"	20	20.00	400.00
74.	Bottle	EPSON INK, BOTTLE, 003, black	96	280.00	26,880.00
75.	Bottle	EPSON INK, BOTTLE, 003, cyan	55	280.00	15,400.00
76.	Bottle	EPSON INK, BOTTLE, 003, magenta	55	280.00	15,400.00
77.	Bottle	EPSON INK, BOTTLE, 003, yellow	55	280.00	15,400.00
78.	SET	HP Printer Ink Cartridge, Laser Toner, 119A	2	7,500.00	15,000.00
<b>TOTAL AMOUNT</b>					<b>218,078.10</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