



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 Supplies and Materials for CvSU Gentrì 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 Gentrì Campus”** with an Approved Budget for the Contract (ABC) of **Two Hundred Thirty-Seven Thousand Nine Hundred Ninety Pesos Only (PhP 237,990.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	Box	ACETATE (transparency film) A4	1	325.00	325.00
2.	Roll	ACETATE, gauge #4, 50m per roll, plastic cover	1	1,470.00	1,470.00
3.	PC	BALLPEN, black	94	10.00	940.00
4.	PC	BALLPEN, blue	55	10.00	550.00
5.	PC	BALLPEN, green	75	10.00	750.00
6.	PC	BALLPEN, red	85	10.00	850.00
7.	PC	BATTERY, AA, 2's, HD	52	90.00	4,680.00
8.	PC	BATTERY, AAA, 2's, HD	16	90.00	1,440.00
9.	PC	CABLE TIE	60	5.00	300.00
10.	Box	CABLE, UTP	1	7,000.00	7,000.00
11.	Pack	CATALOG CARD, 3" x 5", 100's, index card	5	30.00	150.00
12.	PC	CERTIFICATE HOLDER, A4 SIZE", clear plastic	5	25.00	125.00
13.	PC	CERTIFICATE HOLDER, A4 SIZE", plastic with board	21	45.00	945.00
14.	Box	CLIP, backfold, 15mm, 12's	48	15.00	720.00
15.	Box	CLIP, backfold, 32mm, 12's	45	30.00	1,350.00
16.	Box	CLIP, backfold, 41mm, 12's	25	40.00	1,000.00
17.	Box	CLIP, bulldog, 23mm, 12's	14	35.00	490.00
18.	Box	CLIP, bulldog, 31mm, 12's	14	40.00	560.00
19.	Box	CLIP, bulldog, 38mm, 12's	6	55.00	330.00
20.	Box	CLIP, bulldog, 51mm, 12's	2	80.00	160.00
21.	PC	ERASER, dust-free	2	15.00	30.00
22.	PC	ERASER, felt, for white/black boards	5	20.00	100.00
23.	PC	FLOURESCENT MARKER, blue	5	15.00	75.00
24.	PC	FLOURESCENT MARKER, green	5	15.00	75.00
25.	PC	FLOURESCENT MARKER, orange	5	15.00	75.00
26.	PC	FLOURESCENT MARKER, pink	5	15.00	75.00
27.	PC	FLOURESCENT MARKER, yellow	5	15.00	75.00
28.	PC	GLUE STICK, big	6	10.00	60.00
29.	Bottle	GLUE, multi-purpose, 40g	8	25.00	200.00
30.	Pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	6	35.00	210.00
31.	Bottle	INK REFILL, permanent marker, black	10	85.00	850.00
32.	Bottle	INK REFILL, white boardmarker, black	18	100.00	1,800.00
33.	Pack	LAMINATING FILM, 8.5"x11", 125 mic	1	530.00	530.00

34.	Pack	LAMINATING FILM, 8.5"x11", 250 mic	3	1,100.00	3,300.00
35.	Pack	LAMINATING FILM, A4, 125 mic	1	700.00	700.00
36.	Pack	LAMINATING FILM, A4, 250 mic	1	980.00	980.00
37.	PC	MARKING PEN, permanent, Broad, black	30	35.00	1,050.00
38.	PC	MARKING PEN, permanent, Broad, blue	10	35.00	350.00
39.	PC	PADDING GLUE, 1/2kg, red	1	320.00	320.00
40.	Box	PENCIL, #1, 12's/bx	2	55.00	110.00
41.	Box	PENCIL, #2, 12's/bx	5	110.00	550.00
42.	PC	PENCIL, mechanical, with 0.5mm lead	5	35.00	175.00
43.	PC	PHOTO FRAME, with stand, A4 SIZE	12	150.00	1,800.00
44.	Roll	PLASTIC COVER, gauge 4	2	1,600.00	3,200.00
45.	Box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	8	20.00	160.00
46.	PC	RIBBON FOR MANUAL TYPEWRITER	6	30.00	180.00
47.	PC	RJ45	200	5.00	1,000.00
48.	PC	SIGN PEN, black, 0.5	64	25.00	1,600.00
49.	PC	SIGN PEN, black, 0.7	56	25.00	1,400.00
50.	PC	SIGN PEN, black, 1.0	10	65.00	650.00
51.	PC	SIGN PEN, blue, 0.5	14	25.00	350.00
52.	PC	SIGN PEN, blue, 0.7	42	25.00	1,050.00
53.	PC	SIGN PEN, blue, 1.0	44	65.00	2,860.00
54.	PC	SIGN PEN, red, 0.7	16	25.00	400.00
55.	PC	SIGN PEN, red, 1.0	20	65.00	1,300.00
56.	Bottle	STAMP PAD INK, black	6	25.00	150.00
57.	Box	STAPLE WIRE, HD, 23/17, for heavy duty staplers, metal, non-rust	6	70.00	420.00
58.	Box	STAPLE WIRE, Std, No.25	15	35.00	525.00
59.	Roll	TAPE, DOUBLE ADHESIVE, 1"	49	20.00	980.00
60.	Roll	TAPE, DOUBLE ADHESIVE, 2"	48	55.00	2,640.00
61.	Roll	TAPE, DOUBLE ADHESIVE, 3"	21	60.00	1,260.00
62.	Roll	TAPE, DUCT, 3"	5	280.00	1,400.00
63.	Roll	TAPE, MAGIC, 1"	10	100.00	1,000.00
64.	Box	THUMB TACKS	2	10.00	20.00
65.	PC	ARCH FILE, 2-hole, portrait, A4	2	120.00	240.00
66.	PC	ARCH FILE, 3-hole, A4, D-type, 3", with label (accreditation/ ISO)	25	340.00	8,500.00
67.	PC	BROWN ENVELOPE, for Long size document	50	3.00	150.00
68.	PC	ENVELOPE, expanding, long, GREEN	20	15.00	300.00
69.	PC	ENVELOPE, expanding, long, YELLOW	10	15.00	150.00
70.	SET	FILE GUIDE, A4, five (5) colors per set	10	25.00	250.00
71.	Box	FOLDER, Pressboard, plain 50's, long, green	1	1,000.00	1,000.00
72..	PC	FOLDER, Pressboard, plain, A4, green	20	20.00	400.00
73.	PC	FOLDER, Pressboard, plain, long, green	50	20.00	1,000.00
74.	PC	FOLDER, sliding, morroco, green, A4	10	15.00	150.00

75.	PC	FOLDER, sliding, morroco, green, long	10	15.00	150.00
76.	Bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	4	250.00	1,000.00
77.	REAM	COPY PAPER, A4 80gsm	221	210.00	46,410.00
78.	REAM	COPY PAPER, A4 70gsm	16	175.00	2,800.00
79.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	1	250.00	250.00
80.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), green, yellow, blue, orange	1	250.00	250.00
81.	REAM	COLORED BONDPAPER, A4, S24 (80 gsm), green, yellow, blue, orange	1	460.00	460.00
82.	REAM	COLORED BONDPAPER, long, S20 (70 gsm), assorted colors	1	250.00	250.00
83.	REAM	COLORED BONDPAPER, short, S24 (80 gsm), green, yellow, blue, orange	2	460.00	920.00
84.	Pack	INDEX CARD, 3"x5", 500 pieces per pack	2	150.00	300.00
85.	Pad	NOTE PAD, (2"x3"), 100 sheets per pad	3	15.00	45.00
86.	Pad	NOTE PAD, (3"x3"), 100 sheets per pad	3	20.00	60.00
87.	Pad	NOTE PAD, (3"x4"), 100 sheets per pad	2	25.00	50.00
88.	Pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	10	60.00	600.00
89.	Pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	1	80.00	80.00
90.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	30	25.00	750.00
91.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	100	25.00	2,500.00
92.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	20	25.00	500.00
93.	Pack	SPECIALTY PAPER, 10's/pack, WHITE, A4	20	35.00	700.00
94.	Pack	STICKER PAPER GLOSSY, 10's/pack, A4	1	40.00	40.00
95.	Pack	STICKER PAPER MATTE, 10's/pack, A4	10	40.00	400.00
96.	PC	STICKY NOTE PAD, yellow, 3 x 5	30	30.00	900.00
97.	PC	STICKY NOTE PADS, yellow, 1.5"x2"	10	20.00	200.00
98.	PC	STICKY NOTE PADS, yellow, 2"x3"	15	15.00	225.00
99.	PC	STICKY NOTE PADS, yellow, 3"x3"	15	20.00	300.00
100.	PC	STICKY NOTE PADS, yellow, 3"x4"	20	25.00	500.00
101.	Bottle	EPSON INK, BOTTLE, 003, black	84	280.00	23,520.00
102.	Bottle	EPSON INK, BOTTLE, 003, cyan	65	280.00	18,200.00
103.	Bottle	EPSON INK, BOTTLE, 003, magenta	68	280.00	19,040.00
104.	Bottle	EPSON INK, BOTTLE, 003, yellow	66	280.00	18,480.00
105.	PC	GESTETNER TONER FOR PHOTOCOPY MACHINE, MP1500	6	3,200.00	19,200.00
106.	PC	INK CART, HP CZ107AA, (HP682), Black	6	550.00	3,300.00
107.	PC	INK CART, HP CZ108AA, (HP682), Tricolor	6	550.00	3,300.00
TOTAL AMOUNT					237,990.00

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 March 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