



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 Various Offices of CvSU Main 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 Various Offices of CvSU Main Campus”** with an Approved Budget for the Contract (ABC) of **Eight Hundred Thirty Thousand Five Hundred Ninety-Five Pesos and 40/100 Only (PhP 830,595.40)**. 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 FOLDER 3 "	10	300.00	3,000.00
2.	PC	3 RING BINDER FOLDER 2 "	10	250.00	2,500.00
3.	Box	ACETATE (transparency film) A4	14	325.00	4,550.00
4.	PC	BALLPEN, black	494	10.00	4,940.00
5.	PC	BALLPEN, blue	331	10.00	3,310.00
6.	PC	BALLPEN, red	218	10.00	2,180.00
7.	PC	BATTERY, AA, 2's, HD	161	90.00	14,490.00
8.	PC	BATTERY, AAA, 2's, HD	111	90.00	9,990.00
9.	PC	CABLE TIE	350	5.00	1,750.00
10.	PC	CABLE, HDMI, 3m	67	600.00	40,200.00
11.	PC	CD-RW, with case	10	55.00	550.00
12.	PC	CERTIFICATE HOLDER, A4 SIZE", clear plastic	90	25.00	2,250.00
13.	PC	CERTIFICATE HOLDER, A4 SIZE", plastic with board	210	45.00	9,450.00
14.	PC	CERTIFICATE HOLDER, A4, with board	30	45.00	1,350.00
15.	Box	CLIP, backfold, 15mm, 12's	45	15.00	675.00
16.	Box	CLIP, backfold, 32mm, 12's	50	30.00	1,500.00
17.	Box	CLIP, backfold, 41mm, 12's	40	40.00	1,600.00
18.	Box	CLIP, bulldog, 51mm, 12's	5	80.00	400.00
19.	Box	CLIP, bulldog, 63mm, 12's	5	115.00	575.00
20.	PC	ERASER, dust-free	110	15.00	1,650.00
21.	PC	ERASER, felt, for white/black boards	52	20.00	1,040.00
22.	PC	FLOURESCENT MARKER, green	39	15.00	585.00
23.	PC	FLOURESCENT MARKER, orange	5	15.00	75.00
24.	PC	FLOURESCENT MARKER, pink	2	15.00	30.00
25.	PC	FLOURESCENT MARKER, yellow	19	15.00	285.00
26.	PC	GLUE STICK, big	30	10.00	300.00
27.	PC	GLUE STICK, small	10	5.00	50.00
28.	Bottle	GLUE, multi purpose, 130 g.	34	50.00	1,700.00
29.	Bottle	GLUE, multi purpose, 40g	5	25.00	125.00
30.	Bottle	GLUE, multi-purpose, 240 g.	8	110.00	880.00
31.	Bottle	GLUE, multi-purpose, 473 g.	1	330.00	330.00
32.	PC	ID JACKET, clear plastic, A2 (105x82mm - transverse)	50	15.00	750.00

33.	PC	ID JACKET, clear plastic, A3 (118x92mm - transverse)	50	20.00	1,000.00
34.	PC	ID JACKET, clear plastic, B1 (65x105mm - upright)	50	12.00	600.00
35.	PC	ID JACKET, clear plastic, B3 (126x95mm - upright)	50	20.00	1,000.00
36.	PC	ID JACKET, clear plastic, B4 (155x106mm - upright)	50	30.00	1,500.00
37.	PC	ID LACE- Ordinary	150	25.00	3,750.00
38.	Pack	INDEX TAB FLAGS, SIGN HERE, yellow	28	195.00	5,460.00
39.	Pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	35	35.00	1,225.00
40.	Box	INDEX TAB, self adhesive, 5's, white transparent	30	65.00	1,950.00
41.	Bottle	INK REFILL, permanent marker, black	4	85.00	340.00
42.	Bottle	INK REFILL, white boardmarker, black	20	100.00	2,000.00
43.	Pack	LAMINATING FILM, 8.5"x11", 125 mic	1	530.00	530.00
44.	Pack	LAMINATING FILM, A4, 125 mic	12	700.00	8,400.00
45.	Pack	LAMINATING FILM, A4, 250 mic	12	980.00	11,760.00
46.	Pack	MAP PIN, round head, 100 pieces per case	15	35.00	525.00
47.	PC	MARKING PEN, permanent, Broad, black	48	35.00	1,680.00
48.	PC	MARKING PEN, permanent, Broad, blue	5	35.00	175.00
49.	PC	MARKING PEN, permanent, Fine, black	33	35.00	1,155.00
50.	PC	MARKING PEN, permanent, Fine, blue	20	35.00	700.00
51.	PC	MARKING PEN, permanent, Fine, red	3	35.00	105.00
52.	PC	MARKING PEN, permanent, Superfine, black	20	45.00	900.00
53.	PC	MARKING PEN, Whiteboard Marker, Black	10	40.00	400.00
54.	PC	MARKING PEN, Whiteboard Marker, Blue	10	40.00	400.00
55.	Box	PENCIL, #1, 12's/bx	2	55.00	110.00
56.	Box	PENCIL, #2, 12's/bx	429	110.00	47,190.00
57.	PC	PHOTO FRAME, with stand, A4 SIZE	30	150.00	4,500.00
58.	Box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	13	20.00	260.00
59.	SET	rechargeable battery with charger size AA	1	1,000.00	1,000.00
60.	SET	rechargeable battery with charger size AAA	1	1,000.00	1,000.00
61.	PC	SIGN PEN, black, 0.5	204	25.00	5,100.00
62.	PC	SIGN PEN, black, 0.7	35	25.00	875.00
63.	PC	SIGN PEN, black, 1.0	95	65.00	6,175.00
64.	PC	SIGN PEN, blue, 0.5	210	25.00	5,250.00
65.	PC	SIGN PEN, blue, 0.7	35	25.00	875.00
66.	PC	SIGN PEN, blue, 1.0	95	65.00	6,175.00
67.	PC	SIGN PEN, red, 0.5	29	25.00	725.00
68.	PC	SIGN PEN, red, 0.7	5	25.00	125.00
69.	Bottle	STAMP PAD INK, black	37	25.00	925.00

70.	Box	STAPLE WIRE, Std, No.25	16	35.00	560.00
71.	Roll	TAPE, DOUBLE ADHESIVE, 1"	104	20.00	2,080.00
72..	Roll	TAPE, DOUBLE ADHESIVE, 2"	62	55.00	3,410.00
73.	Roll	TAPE, DOUBLE ADHESIVE, 3"	42	60.00	2,520.00
74.	Roll	TAPE, DUCT, 2"	25	220.00	5,500.00
75.	Roll	TAPE, DUCT, 3"	30	280.00	8,400.00
76.	Roll	TAPE, MAGIC, 1"	25	100.00	2,500.00
77.	Roll	TAPE, transparent, 12mm	20	50.00	1,000.00
78.	Box	THUMB TACKS	12	10.00	120.00
79.	PC	ARCH FILE, 2-hole, landscape, legal	20	165.00	3,300.00
80.	PC	ARCH FILE, 3-hole, A4, D-type, 1.5", with label (accreditation/ ISO)	110	275.00	30,250.00
81.	PC	ARCH FILE, 3-hole, A4, D-type, 2", with label (accreditation/ ISO)	170	320.00	54,400.00
82.	PC	ARCH FILE, 3-hole, A4, D-type, 3", with label (accreditation/ ISO)	40	340.00	13,600.00
83.	PC	BROWN ENVELOPE, for A4 size document	810	2.00	1,620.00
84.	PC	BROWN ENVELOPE, for Long size document	110	3.00	330.00
85.	PC	ENVELOPE, expanding, A4, BLUE	50	15.00	750.00
86.	PC	ENVELOPE, expanding, A4, GREEN	50	15.00	750.00
87.	PC	ENVELOPE, expanding, A4, KRAFT	50	15.00	750.00
88.	PC	ENVELOPE, expanding, A4, RED	50	15.00	750.00
89.	PC	ENVELOPE, expanding, A4, YELLOW	50	15.00	750.00
90.	PC	ENVELOPE, expanding, long, BLUE	30	15.00	450.00
91.	PC	ENVELOPE, expanding, long, GREEN	30	15.00	450.00
92.	PC	ENVELOPE, expanding, long, KRAFT	30	15.00	450.00
93.	PC	ENVELOPE, expanding, long, RED	30	15.00	450.00
94.	PC	ENVELOPE, expanding, long, YELLOW	30	15.00	450.00
95.	PC	ENVELOPE, Plastic, A4	30	15.00	450.00
96.	PC	ENVELOPE, Plastic, expanding, A4	20	60.00	1,200.00
97.	PC	ENVELOPE, Plastic, expanding, long	11	70.00	770.00
98.	Box	FASTENER, for paper, Plastic coated, 50 sets per box	57	45.00	2,565.00
99.	PC	FILE ORGANIZER, Plastic, expanding, with divider, A4	12	100.00	1,200.00
100.	PC	Folder Jacket, plastic, A4	100	10.00	1,000.00
101.	Box	FOLDER, Pressboard, plain 50's, long, green	3	1,000.00	3,000.00
102.	PC	FOLDER, Pressboard, plain, A4, green	50	20.00	1,000.00
103.	PC	FOLDER, Pressboard, plain, long, green	150	20.00	3,000.00
104.	PC	FOLDER, sliding, morroco, blue, long	50	15.00	750.00
105.	PC	FOLDER, sliding, morroco, brown, A4	50	15.00	750.00
106.	PC	FOLDER, sliding, plastic, blue, green, red, yellow, A4	50	12.00	600.00
107.	PC	FOLDER, TAGBOARD, Legal size, white	200	10.00	2,000.00
108.	Bundle	RING BINDER, 3/4", plastic, 10pcs/bundle, black	5	170.00	850.00

109.	PC	US FOLDER, A4, white	250	5.00	1,250.00
110.	PC	US FOLDER, short, white	50	5.00	250.00
111.	REAM	BONDPAPER, A4, S24 (80 gsm), white	62	280.00	17,360.00
112.	REAM	COPY PAPER. A4, (80 gsm), white	20	280.00	5,600.00
113.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	1	250.00	250.00
114.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), green	30	250.00	7,500.00
115.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), green, yellow, blue, orange	17	250.00	4,250.00
116.	REAM	COLORED BONDPAPER, A4, S24 (80 gsm), assorted colors	1	460.00	460.00
117.	REAM	COLORED BONDPAPER, A4, S24 (80 gsm), green, yellow, blue, orange	10	460.00	4,600.00
118.	REAM	COLORED BONDPAPER, long, S20 (70 gsm), green, yellow, blue, orange	1	250.00	250.00
119.	REAM	COLORED BONDPAPER, short, S20 (70 gsm), green, yellow, blue, orange	2	250.00	500.00
120.	REAM	COLORED BONDPAPER, short, S24 (80 gsm), assorted colors	4	460.00	1,840.00
121.	PC	ILLUSTRATION BOARD	10	55.00	550.00
122.	Pack	MANILA PAPER, 10sheets per pack	20	50.00	1,000.00
123.	PC	MOROCCO PAPER, 30x40, Brown, Green, Orange, Pink,, Red, White, Yellow ,Blue	60	50.00	3,000.00
124.	REAM	PAPER, A3, 70 GSM	9	600.00	5,400.00
125.	Pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	63	60.00	3,780.00
126.	Pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	65	80.00	5,200.00
127.	Pad	RULED PAD PAPER, Yellow, Class A	2	60.00	120.00
128.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, LONG	33	55.00	1,815.00
129.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, LONG	3	55.00	165.00
130.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, LONG	3	55.00	165.00
131.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	60	25.00	1,500.00
132.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	28	25.00	700.00
133.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	70	25.00	1,750.00
134.	Pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	68	35.00	2,380.00
135.	Pack	SPECIALTY PAPER, 10's/pack, CREAM, long	3	40.00	120.00
136.	Pack	SPECIALTY PAPER, 10's/pack, VELLUM, A4	48	35.00	1,680.00
137.	Pack	SPECIALTY PAPER, 10's/pack, VELLUM, long	3	40.00	120.00
138.	Pack	SPECIALTY PAPER, 10's/pack, WHITE, A4	2035	35.00	71,225.00
139.	Pack	STICKER PAPER GLOSSY, 10's/pack, A4	28	40.00	1,120.00

140.	Pack	STICKER PAPER GLOSSY,10's/pack, LONG	13	45.00	585.00
141.	Pack	STICKER PAPER MATTE,10's/pack, A4	48	40.00	1,920.00
142.	Pack	STICKER PAPER MATTE,10's/pack, LONG	13	45.00	585.00
143.	Pack	STICKY NOTE "Sign Here"	10	50.00	500.00
144.	PC	STICKY NOTE PAD, yellow, 3 x 5	130	30.00	3,900.00
145.	PC	STICKY NOTE PADS, yellow, 1.5"x2"	50	20.00	1,000.00
146.	PC	STICKY NOTE PADS, yellow, 2"x3"	50	15.00	750.00
147.	PC	STICKY NOTE PADS, yellow, 3"x3"	38	20.00	760.00
148.	PC	STICKY NOTE PADS, yellow, 3"x4"	38	25.00	950.00
149.	Roll	TAPE for adding machine, advance, 57mmx70mm	30	30.00	900.00
150.	Budle	TIME CARD - (white/thin/paper-like)	1	100.00	100.00
151.	CART	Brother Toner Cartridge TN-2360/TN- 2380	1	3,800.00	3,800.00
152.	Bottle	BROTHER, INK in bottle, BT5000C, cyan	11	420.00	4,620.00
153.	Bottle	BROTHER, INK in bottle, BT5000M, magenta	11	420.00	4,620.00
154.	Bottle	BROTHER, INK in bottle, BT5000Y, yellow	11	420.00	4,620.00
155.	Bottle	BROTHER, INK in bottle, BT6000BK, black	4	420.00	1,680.00
156.	Box	BROTHER, ink in bottle, BT6000BK, black	7	520.00	3,640.00
157.	Bottle	CANON PFI-050, Pigment Ink, 70mL, Black	4	1,800.00	7,200.00
158.	Bottle	CANON PFI-050, Pigment Ink, 70mL, Cyan	4	2,000.00	8,000.00
159.	Bottle	CANON PFI-050, Pigment Ink, 70mL, Magenta	4	2,000.00	8,000.00
160.	Bottle	CANON PFI-050, Pigment Ink, 70mL, Yellow	4	2,000.00	8,000.00
161.	Bottle	EPSON INK , C13T664200 (T6642) , Cyan	25	250.00	6,250.00
162.	Bottle	EPSON INK , C13T664300 (T6643) , Magenta	25	250.00	6,250.00
163.	Bottle	EPSON INK , C13T664400 (T6644) , Yellow	25	250.00	6,250.00
164.	Bottle	EPSON INK , C13T6664100 (T6641) , Black	70	250.00	17,500.00
165.	Bottle	EPSON INK, BOTTLE, 003, black	246	280.00	68,880.00
166.	Bottle	EPSON INK, BOTTLE, 003, cyan	100	280.00	28,000.00
167.	Bottle	EPSON INK, BOTTLE, 003, magenta	100	280.00	28,000.00
168.	Bottle	EPSON INK, BOTTLE, 003, yellow	100	280.00	28,000.00
169.	Bottle	EPSON INK, BOTTLE, 008, black	10	300.00	3,000.00
170.	Bottle	EPSON INK, BOTTLE, 008, cyan	7	300.00	2,100.00
171.	Bottle	EPSON INK, BOTTLE, 008, magenta	10	300.00	3,000.00
172.	Bottle	EPSON INK, BOTTLE, 008, yellow	10	300.00	3,000.00
173.	Bottle	INK BOTTLE, CANON, Black	15	419.12	6,286.80
174.	Bottle	INK BOTTLE, CANON, Cyan	15	419.12	6,286.80
175.	Bottle	INK BOTTLE, CANON, Magenta	15	404.56	6,068.40
176.	Bottle	INK BOTTLE, CANON, Yellow	15	404.56	6,068.40
<b>TOTAL AMOUNT</b>					<b>830,595.40</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