



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 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 **Four Hundred Fifty-Six Thousand One Hundred Twenty-Five Pesos Only (PhP 456,125.00)**. 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	10	325.00	3,250.00
2.	Bottle	AUTOMATIC SPRAY REFILL AIR FRESHINER 175g/269ml	12	230.00	2,760.00
3.	PC	BALLPEN, black	170	10.00	1,700.00
4.	PC	BALLPEN, blue	48	10.00	480.00
5.	PC	BATTERY, 9V, HD	2	100.00	200.00
6.	PC	BATTERY, AA, 2's, HD	69	90.00	6,210.00
7.	PC	BATTERY, AAA, 2's, HD	49	90.00	4,410.00
8.	PC	CABLE TIE	100	5.00	500.00
9.	PC	CABLE, HDMI, 3m	10	600.00	6,000.00
10.	PC	CERTIFICATE HOLDER, A4 SIZE", plastic with board	110	45.00	4,950.00
11.	Box	CLIP, backfold, 15mm, 12's	23	15.00	345.00
12.	Box	CLIP, backfold, 32mm, 12's	22	30.00	660.00
13.	Box	CLIP, backfold, 41mm, 12's	12	40.00	480.00
14.	Pad	dressmakers pin	20	15.00	300.00
15.	PC	ERASER, dust-free	15	15.00	225.00
16.	PC	FLOURESCENT MARKER, blue	9	15.00	135.00
17.	PC	FLOURESCENT MARKER, green	9	15.00	135.00
18.	PC	FLOURESCENT MARKER, orange	9	15.00	135.00
19.	PC	FLOURESCENT MARKER, pink	4	15.00	60.00
20.	PC	FLOURESCENT MARKER, yellow	4	15.00	60.00
21.	PC	GLUE STICK, big	50	10.00	500.00
22.	Bottle	GLUE, multi-purpose, 130 g.	15	50.00	750.00
23.	Bottle	GLUE, multi-purpose, 473 g.	10	330.00	3,300.00
24.	SET	HP COLOR LASER MFP 179FNW COLORED TONER INK C,Y,M,B	1	15,000.00	15,000.00
25.	Pack	INDEX TAB FLAGS, SIGN HERE, yellow	20	195.00	3,900.00
26.	Box	INDEX TAB, self-adhesive, 5's, white transparent	60	65.00	3,900.00
27.	Box	INDEX TAB, self-adhesive, 5's, yellow transparent	60	65.00	3,900.00
28.	SET	INK PRINTER for HP GT52 and GT53	2	1,600.00	3,200.00
29.	Bottle	INK REFILL, white boardmarker, black	5	100.00	500.00
30.	Pack	LAMINATING FILM, A4, 125 mic	7	700.00	4,900.00
31.	Pack	LAMINATING FILM, A4, 250 mic	31	980.00	30,380.00

32.	PC	MARKING PEN, permanent, Broad, black	3	35.00	105.00
33.	PC	MARKING PEN, permanent, Fine, black	13	35.00	455.00
34.	PC	MARKING PEN, permanent, Fine, blue	5	35.00	175.00
35.	PC	MARKING PEN, permanent, Superfine, black	3	45.00	135.00
36.	Box	PENCIL, #2, 12's/bx	15	110.00	1,650.00
37.	Box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	20	20.00	400.00
38.	PC	SIGN PEN, black, 0.5	56	25.00	1,400.00
39.	PC	SIGN PEN, black, 0.7	80	25.00	2,000.00
40.	PC	SIGN PEN, black, 1.0	60	65.00	3,900.00
41.	PC	SIGN PEN, blue, 0.5	45	25.00	1,125.00
42.	PC	SIGN PEN, blue, 0.7	65	25.00	1,625.00
43.	PC	SIGN PEN, blue, 1.0	60	65.00	3,900.00
44.	Bottle	STAMP PAD INK, black	12	25.00	300.00
45.	Bottle	STAMP PAD INK, green	5	25.00	125.00
46.	Box	STAPLE WIRE, HD, 23/17, for heavy duty staplers, metal, non-rust	11	70.00	770.00
47.	Box	STAPLE WIRE, Std, No.25	34	35.00	1,190.00
48.	Roll	TAPE, DOUBLE ADHESIVE, 1"	55	20.00	1,100.00
49.	Roll	TAPE, DOUBLE ADHESIVE, 2"	45	55.00	2,475.00
50.	Roll	TAPE, DOUBLE ADHESIVE, 3"	25	60.00	1,500.00
51.	Roll	TAPE, DUCT, 2"	23	220.00	5,060.00
52.	Roll	TAPE, DUCT, 3"	15	280.00	4,200.00
53.	Roll	TAPE, MAGIC, 1"	1	100.00	100.00
54.	Roll	TAPE, transparent, 12mm	40	50.00	2,000.00
55.	Box	THUMB TACKS	15	10.00	150.00
56.	PC	ARCH FILE, 3-hole, A4, D-type, 2", with label	20	320.00	6,400.00
57.	PC	ARCH FILE, 3-hole, A4, D-type, 3", with label	20	340.00	6,800.00
58.	Box	BINDER CLIPS, 19mm	9	30.00	270.00
59.	Box	BINDER CLIPS, 32mm	3	50.00	150.00
60.	PC	BROWN ENVELOPE, for A4 size document	150	2.00	300.00
61.	PC	BROWN ENVELOPE, for Long size document	50	3.00	150.00
62.	PC	ENVELOPE, expanding, A4, GREEN	50	15.00	750.00
63.	PC	ENVELOPE, expanding, long, KRAFT	150	15.00	2,250.00
64.	Box	FASTENER, for paper, Plastic coated, 50 sets per box	10	45.00	450.00
65.	Box	FOLDER, Pressboard, plain 50's, long, green	1	1,000.00	1,000.00
66.	PC	FOLDER, Pressboard, plain, A4, green	100	20.00	2,000.00
67.	PC	FOLDER, sliding, morroco, black, A4	12	15.00	180.00
68.	PC	FOLDER, sliding, morroco, brown, long	50	15.00	750.00
69.	PC	FOLDER, sliding, morroco, white, long	70	15.00	1,050.00
70.	PC	FOLDER, TAGBOARD, Legal size, white	75	10.00	750.00

71.	Bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	4	250.00	1,000.00
72.	Bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	2	90.00	180.00
73.	Bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	2	400.00	800.00
74.	PC	US FOLDER, A4, white	100	5.00	500.00
75.	PC	US FOLDER, short, white	50	5.00	250.00
76.	REAM	BOND PAPER, A4, 80gsm	2	240.00	480.00
77.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), assorted colors	5	250.00	1,250.00
78.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), green	20	250.00	5,000.00
79.	REAM	COLORED BONDPAPER, A4, S20 (70 gsm), green, yellow, blue, orange	15	250.00	3,750.00
80.	REAM	COLORED BONDPAPER, A4, S24 (80 gsm), assorted colors	5	460.00	2,300.00
81.	REAM	COLORED BONDPAPER, A4, S24 (80 gsm), green, yellow, blue, orange	5	460.00	2,300.00
82.	REAM	COLORED BONDPAPER, long, S20 (70 gsm), assorted colors	5	250.00	1,250.00
83.	REAM	COLORED BONDPAPER, long, S20 (70 gsm), green, yellow, blue, orange	15	250.00	3,750.00
84.	REAM	COLORED BONDPAPER, long, S24 (80 gsm), assorted colors	5	460.00	2,300.00
85.	REAM	COLORED BONDPAPER, long, S24 (80 gsm), green, yellow, blue, orange	5	460.00	2,300.00
86.	REAM	COLORED BONDPAPER, short, S20 (70 gsm), assorted colors	5	250.00	1,250.00
87.	REAM	COLORED BONDPAPER, short, S20 (70 gsm), green, yellow, blue, orange	15	250.00	3,750.00
88.	REAM	COLORED BONDPAPER, short, S24 (80 gsm), assorted colors	5	460.00	2,300.00
89.	REAM	COLORED BONDPAPER, short, S24 (80 gsm), green, yellow, blue, orange	5	460.00	2,300.00
90.	Pad	NOTE PAD, (3"x4"), 100 sheets per pad	3	25.00	75.00
91.	Pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	63	60.00	3,780.00
92.	Pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	25	80.00	2,000.00
93.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	70	25.00	1,750.00
94.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, VELLUM, A4	50	25.00	1,250.00
95.	Pack	SPECIALTY BOARD, 10's/pack, 180gsm, WHITE, A4	30	25.00	750.00
96.	Pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	95	35.00	3,325.00
97.	Pack	SPECIALTY PAPER, 10's/pack, VELLUM, A4	80	35.00	2,800.00
98.	Pack	SPECIALTY PAPER, 10's/pack, VELLUM, long	10	40.00	400.00
99.	Pack	SPECIALTY PAPER, 10's/pack, WHITE, A4	40	35.00	1,400.00

100.	PC	SPECIALTY PAPER, with microtex, A4	50	7.00	350.00
101.	Pack	STICKER PAPER GLOSSY, 10's/pack, A4	10	40.00	400.00
102.	Pack	STICKER PAPER MATTE, 10's/pack, A4	30	40.00	1,200.00
103.	Pack	STICKER PAPER MATTE, 10's/pack, LONG	25	45.00	1,125.00
104.	PC	STICKY NOTE PAD, yellow, 3 x 5	50	30.00	1,500.00
105.	PC	STICKY NOTE PADS, 2" x 2", 400's, asstd	7	160.00	1,120.00
106.	PC	STICKY NOTE PADS, yellow, 1.5"x2"	40	20.00	800.00
107.	PC	STICKY NOTE PADS, yellow, 2"x3"	30	15.00	450.00
108.	PC	STICKY NOTE PADS, yellow, 3"x3"	40	20.00	800.00
109.	PC	STICKY NOTE PADS, yellow, 3"x4"	11	25.00	275.00
110.	Roll	TRACING PAPER, 90 x 95, 42" x 20yards	6	1,280.00	7,680.00
111.	PC	BROTHER, GENUINE Ink in bottle, BTD60	10	450.00	4,500.00
112.	Bottle	BROTHER, INK in bottle, BT5000C, cyan	4	420.00	1,680.00
113.	Bottle	BROTHER, INK in bottle, BT5000M, magenta	4	420.00	1,680.00
114.	Bottle	BROTHER, INK in bottle, BT5000Y, yellow	4	420.00	1,680.00
115.	Bottle	CANON PIXMA G7070 INK, GI-70 CYAN	3	800.00	2,400.00
116.	Bottle	CANON PIXMA G7070 INK, GI-70 MAGENTA	3	800.00	2,400.00
117.	Bottle	CANON PIXMA G7070 INK, GI-70 PGBK	5	800.00	4,000.00
118.	Bottle	CANON PIXMA G7070 INK, GI-70 YELLOW	3	800.00	2,400.00
119.	Bottle	EPSON INK , C13T664200 (T6642) , Cyan	12	250.00	3,000.00
120.	Bottle	EPSON INK , C13T664300 (T6643) , Magenta	12	250.00	3,000.00
121.	Bottle	EPSON INK , C13T664400 (T6644) , Yellow	12	250.00	3,000.00
122.	Bottle	EPSON INK , C13T6664100 (T6641) , Black	12	250.00	3,000.00
123.	Bottle	EPSON INK, BOTTLE, 003, black	202	280.00	56,560.00
124.	Bottle	EPSON INK, BOTTLE, 003, cyan	103	280.00	28,840.00
125.	Bottle	EPSON INK, BOTTLE, 003, magenta	103	280.00	28,840.00
126.	Bottle	EPSON INK, BOTTLE, 003, yellow	103	280.00	28,840.00
127.	Bottle	HP Ink Bottle GT51 black	10	300.00	3,000.00
128.	Bottle	HP Ink Bottle GT52 cyan	5	300.00	1,500.00
129.	Bottle	HP Ink Bottle GT52 magenta	5	300.00	1,500.00
130.	Bottle	HP Ink Bottle GT52 yellow	5	300.00	1,500.00
131.	Box	KYOCERA TASK ALFA TONER, 180, TK-439 for 221/220/181/180	5	8,050.00	40,250.00
TOTAL AMOUNT					456,125.00

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