



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 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 Main Campus”** with an Approved Budget for the Contract (ABC) of **Eighty-One Thousand Eight Hundred Thirteen Pesos and 10/100 Only (Php 81,813.10)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	Can	AIR FRESHENER, aerosol type	10	87.31	873.10
2.	PC	BALLPEN, black	70	10.00	700.00
3.	PC	BALLPEN, red	50	10.00	500.00
4.	PC	BATTERY, AA, 2's, HD	50	90.00	4,500.00
5.	PC	BATTERY, AAA, 2's, HD	20	90.00	1,800.00
6.	PC	CORRUGATED BOX, for A4 size documents	15	60.00	900.00
7.	Box	KEY CHAIN AND KEYCHAIN HOLDERS	10	200.00	2,000.00
8.	Pack	LAMINATING FILM, 8.5"x11", 125 mic	15	530.00	7,950.00
9.	PC	MARKING PEN, permanent, Broad, black	15	35.00	525.00
10.	PC	MARKING PEN, permanent, Fine, black	15	35.00	525.00
11.	Box	PUSH PIN, flat head type, assorted colors, 50 pieces per case	10	20.00	200.00
12.	PC	SIGN PEN, black, 0.5	20	25.00	500.00
13.	PC	SIGN PEN, black, 0.7	15	25.00	375.00
14.	PC	SIGN PEN, red, 0.5	5	25.00	125.00
15.	Bottle	STAMP PAD INK, black	15	25.00	375.00
16.	Box	STAPLE WIRE, HD, 23/17, for heavy duty staplers, metal, non-rust	10	70.00	700.00
17.	Roll	TAPE, DOUBLE ADHESIVE, 1"	5	20.00	100.00
18.	Roll	TAPE, DOUBLE ADHESIVE, 2"	5	55.00	275.00
19.	Roll	TAPE, DUCT, 2"	20	220.00	4,400.00
20.	Box	THUMBTACKS	5	10.00	50.00
21.	Bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	5	250.00	1,250.00
22.	Bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	5	90.00	450.00
23.	Bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	5	400.00	2,000.00
24.	Bundle	RING BINDER, 3/4", plastic, 10pcs/bundle, black	5	170.00	850.00
25.	REAM	COPY PAPERS, A4, 70gsm	30	190.00	5,700.00
26.	REAM	COPY PAPERS, A4, 80gsm	10	208.00	2,080.00
27.	PC	MOROCCO PAPER, 30x40, Brown, Green, Orange, Pink, Red, White, Yellow, Blue	100	50.00	5,000.00

28.	Pack	SPECIALTY PAPER, 10's/pack, WHITE, A4	25	35.00	875.00
29.	Pack	STICKER PAPER GLOSSY, 10's/pack, LONG	15	45.00	675.00
30.	Bottle	EPSON INK, BOTTLE, 003, black	37	280.00	10,360.00
31.	Bottle	EPSON INK, BOTTLE, 003, cyan	30	280.00	8,400.00
32.	Bottle	EPSON INK, BOTTLE, 003, magenta	30	280.00	8,400.00
33.	Bottle	EPSON INK, BOTTLE, 003, yellow	30	280.00	8,400.00
<b>TOTAL AMOUNT</b>					<b>81,813.10</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 27, 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