



**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Equipment**  
**for Department of Food Services (SUCMS)**

Item No.	Description	Quantity	Unit	Remarks
1	Office Paper (A4)	1000	reams	
2	Ballpoint Pen (Blue)	500	pieces	
3	Ballpoint Pen (Red)	500	pieces	
4	Ballpoint Pen (Black)	500	pieces	
5	Ballpoint Pen (Green)	500	pieces	
6	Ballpoint Pen (Purple)	500	pieces	
7	Ballpoint Pen (Orange)	500	pieces	
8	Ballpoint Pen (Silver)	500	pieces	
9	Ballpoint Pen (Gold)	500	pieces	
10	Ballpoint Pen (White)	500	pieces	
11	Ballpoint Pen (Pink)	500	pieces	
12	Ballpoint Pen (Brown)	500	pieces	
13	Ballpoint Pen (Grey)	500	pieces	
14	Ballpoint Pen (Light Blue)	500	pieces	
15	Ballpoint Pen (Light Green)	500	pieces	
16	Ballpoint Pen (Light Purple)	500	pieces	
17	Ballpoint Pen (Light Orange)	500	pieces	
18	Ballpoint Pen (Light Silver)	500	pieces	
19	Ballpoint Pen (Light Gold)	500	pieces	
20	Ballpoint Pen (Light White)	500	pieces	
21	Ballpoint Pen (Light Pink)	500	pieces	
22	Ballpoint Pen (Light Brown)	500	pieces	
23	Ballpoint Pen (Light Grey)	500	pieces	
24	Ballpoint Pen (Light Light Blue)	500	pieces	
25	Ballpoint Pen (Light Light Green)	500	pieces	
26	Ballpoint Pen (Light Light Purple)	500	pieces	
27	Ballpoint Pen (Light Light Orange)	500	pieces	
28	Ballpoint Pen (Light Light Silver)	500	pieces	
29	Ballpoint Pen (Light Light Gold)	500	pieces	
30	Ballpoint Pen (Light Light White)	500	pieces	
31	Ballpoint Pen (Light Light Pink)	500	pieces	
32	Ballpoint Pen (Light Light Brown)	500	pieces	
33	Ballpoint Pen (Light Light Grey)	500	pieces	
34	Ballpoint Pen (Light Light Light Blue)	500	pieces	
35	Ballpoint Pen (Light Light Light Green)	500	pieces	
36	Ballpoint Pen (Light Light Light Purple)	500	pieces	
37	Ballpoint Pen (Light Light Light Orange)	500	pieces	
38	Ballpoint Pen (Light Light Light Silver)	500	pieces	
39	Ballpoint Pen (Light Light Light Gold)	500	pieces	
40	Ballpoint Pen (Light Light Light White)	500	pieces	
41	Ballpoint Pen (Light Light Light Pink)	500	pieces	
42	Ballpoint Pen (Light Light Light Brown)	500	pieces	
43	Ballpoint Pen (Light Light Light Grey)	500	pieces	
44	Ballpoint Pen (Light Light Light Light Blue)	500	pieces	
45	Ballpoint Pen (Light Light Light Light Green)	500	pieces	
46	Ballpoint Pen (Light Light Light Light Purple)	500	pieces	
47	Ballpoint Pen (Light Light Light Light Orange)	500	pieces	
48	Ballpoint Pen (Light Light Light Light Silver)	500	pieces	
49	Ballpoint Pen (Light Light Light Light Gold)	500	pieces	
50	Ballpoint Pen (Light Light Light Light White)	500	pieces	
51	Ballpoint Pen (Light Light Light Light Pink)	500	pieces	
52	Ballpoint Pen (Light Light Light Light Brown)	500	pieces	
53	Ballpoint Pen (Light Light Light Light Grey)	500	pieces	
54	Ballpoint Pen (Light Light Light Light Light Blue)	500	pieces	
55	Ballpoint Pen (Light Light Light Light Light Green)	500	pieces	
56	Ballpoint Pen (Light Light Light Light Light Purple)	500	pieces	
57	Ballpoint Pen (Light Light Light Light Light Orange)	500	pieces	
58	Ballpoint Pen (Light Light Light Light Light Silver)	500	pieces	
59	Ballpoint Pen (Light Light Light Light Light Gold)	500	pieces	
60	Ballpoint Pen (Light Light Light Light Light White)	500	pieces	
61	Ballpoint Pen (Light Light Light Light Light Pink)	500	pieces	
62	Ballpoint Pen (Light Light Light Light Light Brown)	500	pieces	
63	Ballpoint Pen (Light Light Light Light Light Grey)	500	pieces	
64	Ballpoint Pen (Light Light Light Light Light Light Blue)	500	pieces	
65	Ballpoint Pen (Light Light Light Light Light Light Green)	500	pieces	
66	Ballpoint Pen (Light Light Light Light Light Light Purple)	500	pieces	
67	Ballpoint Pen (Light Light Light Light Light Light Orange)	500	pieces	
68	Ballpoint Pen (Light Light Light Light Light Light Silver)	500	pieces	
69	Ballpoint Pen (Light Light Light Light Light Light Gold)	500	pieces	
70	Ballpoint Pen (Light Light Light Light Light Light White)	500	pieces	
71	Ballpoint Pen (Light Light Light Light Light Light Pink)	500	pieces	
72	Ballpoint Pen (Light Light Light Light Light Light Brown)	500	pieces	
73	Ballpoint Pen (Light Light Light Light Light Light Grey)	500	pieces	
74	Ballpoint Pen (Light Light Light Light Light Light Light Blue)	500	pieces	
75	Ballpoint Pen (Light Light Light Light Light Light Light Green)	500	pieces	
76	Ballpoint Pen (Light Light Light Light Light Light Light Purple)	500	pieces	
77	Ballpoint Pen (Light Light Light Light Light Light Light Orange)	500	pieces	
78	Ballpoint Pen (Light Light Light Light Light Light Light Silver)	500	pieces	
79	Ballpoint Pen (Light Light Light Light Light Light Light Gold)	500	pieces	
80	Ballpoint Pen (Light Light Light Light Light Light Light White)	500	pieces	
81	Ballpoint Pen (Light Light Light Light Light Light Light Pink)	500	pieces	
82	Ballpoint Pen (Light Light Light Light Light Light Light Brown)	500	pieces	
83	Ballpoint Pen (Light Light Light Light Light Light Light Grey)	500	pieces	
84	Ballpoint Pen (Light Light Light Light Light Light Light Light Blue)	500	pieces	
85	Ballpoint Pen (Light Light Light Light Light Light Light Light Green)	500	pieces	
86	Ballpoint Pen (Light Light Light Light Light Light Light Light Purple)	500	pieces	
87	Ballpoint Pen (Light Light Light Light Light Light Light Light Orange)	500	pieces	
88	Ballpoint Pen (Light Light Light Light Light Light Light Light Silver)	500	pieces	
89	Ballpoint Pen (Light Light Light Light Light Light Light Light Gold)	500	pieces	
90	Ballpoint Pen (Light Light Light Light Light Light Light Light White)	500	pieces	
91	Ballpoint Pen (Light Light Light Light Light Light Light Light Pink)	500	pieces	
92	Ballpoint Pen (Light Light Light Light Light Light Light Light Brown)	500	pieces	
93	Ballpoint Pen (Light Light Light Light Light Light Light Light Grey)	500	pieces	
94	Ballpoint Pen (Light Light Light Light Light Light Light Light Light Blue)	500	pieces	
95	Ballpoint Pen (Light Light Light Light Light Light Light Light Light Green)	500	pieces	
96	Ballpoint Pen (Light Light Light Light Light Light Light Light Light Purple)	500	pieces	
97	Ballpoint Pen (Light Light Light Light Light Light Light Light Light Orange)	500	pieces	
98	Ballpoint Pen (Light Light Light Light Light Light Light Light Light Silver)	500	pieces	
99	Ballpoint Pen (Light Light Light Light Light Light Light Light Light Gold)	500	pieces	
100	Ballpoint Pen (Light Light Light Light Light Light Light Light Light White)	500	pieces	

This is to certify that the above items are available in the Philippines and the bidder is authorized to supply the same. The bidder shall be responsible for the delivery of the items to the office of the Department of Food Services (SUCMS) at the Don Severino de las Alas Campus, Cavite State University, Alabang, Cavite, Philippines.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

The undersigned, as a duly authorized representative of the bidder, certifies that the bidder is a duly registered and licensed business entity in the Philippines and is authorized to supply the items mentioned above. The bidder shall be responsible for the delivery of the items to the office of the Department of Food Services (SUCMS) at the Don Severino de las Alas Campus, Cavite State University, Alabang, Cavite, Philippines.

