



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus

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REQUEST FOR QUOTATION
Supply and Delivery of Office Supplies and Equipment for Carmona Campus

1. The Cavite State University (CvSU) invites interested firms/suppliers to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment for Carmona Campus”** with an Approved Budget for the Contract (ABC) of **Three Hundred Ninety-Seven Thousand Nine Hundred Pesos Only (PhP 397,900.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	1	Unit	Laptop <ul style="list-style-type: none">• Intel core i5-1135G7 processor• 4GB DDR4 on board + 4GB DDR4 SO-DIMM; 512GB M.2 NVMe PCIe SSD; Intel Iris X graphics• 1920 x 1080 FHD• Win10 Home OS	55,000.00	55,000.00
2.	1	Unit	Colored Copier, Printer, Scanner Photocopier <ul style="list-style-type: none">• Heavy Duty• Print speed up to 22ppm• 1,800 x 600 dpi print resolution• 6GB or higher system memory and storage• 60-256gsm paper weight• A5-A3 paper size• 1,100 sheets standard paper input; maximum if 3,600 sheets• Scan resolution maximum of 600 x 600 dpi• Supported OS: Window 7, window 8, macintosh OS X 10.8 or later; Linux• Interface type: 10-base-T / 100-base-tx / 1,000-base-t Ethernet, USB 2.0• File format: jpeg; tiff; pdf; compact pdf; xps; compact xps; pptx	330,000.00	330,000.00
3.	30	Sets	Photo Paper <ul style="list-style-type: none">• 100-300 gsm• A4 high glossy finish• 50sheets / pack	150.00	4,500.00

4.	5	Box	Bond paper <ul style="list-style-type: none"> • A4 • 70 gsm • Substance 20 • 500 sheets per ream 	800.00	4,000.00
5.	2	Units	Toner <ul style="list-style-type: none"> • TN116 Develop Ineo 164 	2,200.00	4,400.00
TOTAL AMOUNT					397,900.00

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 Supply Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of January 7, 2022.**

Address : Supply Office, Administration Building
Cavite State University
Indang, Cavite

E-mail : supplyoffice@cvsu.edu.ph

Telefax : (046) 862-0852

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.


PRECIOSA G. ERAÑA
 BAC Secretary, Goods and Services