



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

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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Office Supplies and Equipment


1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Supplies and Equipment**” with an Approved Budget for the Contract (ABC) of **Three Hundred Four Thousand Eighty-Nine Pesos Only (PhP 304,089.00)**. 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	Camcorder HD • 8.29M ½.5” MOS Sensor • 4K UHD 60FPS • 120 FHD Slow Motion • Live RTP Streaming • 24 Optical Zoom • 3G – SDI • MP4 MOV AVCHD • Dual XLR Audio	220,500.00	220,500.00
2.	1	unit	Document image scanner (fast scan 6k-8k daily duty cycle) • Type: Automatic Document Feeder (ADF) • Maximum Resolution: 600 dpi (Optical) • Scan Modes: Color, Grayscale, Monochrome • Color Depth: 24-Bit (External) • Grayscale Depth: 8-Bit (Internal) • Light Source: LED • Image Sensor: 2 x Charge-Coupled Device (CCD) • Duplex Scanning: Yes • Single Pass Duplex: Yes • Scan Speed: Simplex Speed 60 ppm in Color/Grayscale Duplex Speed 120 ipm in Color/Grayscale • Automatic Image Corrections: Yes • Paper Capacity: 80 x Sheet • Multi-Feed Detection: Yes • Daily Duty Cycle: 4000 Scans • Interface: USB 3.1 / USB 3.2 Gen 1 • Power Source: AC Adapter • AC Input Power: 100 to 240 VAC, 50 / 60 Hz • Dimensions (W x H x D): 11.8 x 6.4 x 6.7” / 30 x 16.3 x 17 cm • Weight: 9.3 lb / 4.2 kg	80,000.00	80,000.00
3.	1	pc	Dating and stamping machine HD	386.00	386.00
4.	1	unit	Paper Cutter, 15”x18”	1,323.00	1,323.00
5.	1	unit	Puncher, 3 holes, HD	1,213.00	1,213.00
6.	1	pc	Ruler, 24 inches, metal	254.00	245.00
7.	1	pc	Stamping date, self-inking stamp, shiny	413.00	413.00

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 May 25, 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.


ROSELYN M. MARANAN
BAC Secretary, Goods and Services