



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

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Photocopier Machine**

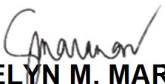
1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Photocopier Machine**” with an Approved Budget for the Contract (ABC) of **Two Hundred Forty Thousand Pesos Only (PhP 240,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

| Item No.            | Quantity | Unit  | Description  | Unit Cost  | Total Cost        |
|---------------------|----------|-------|--|------------|-------------------|
| 1                   | 2        | units | Photocopier Machine<br>• Copier, Printer, Scanner<br>• Document Feeder & Duplex Unit<br>• Mono A3 Multifunctional<br>• System Speed A4: Up to 22ppm<br>• System Speed A3: Up to 8ppm<br>• Autoduplex speed A4: Up to 15ppm<br>• 1 <sup>st</sup> page out time A4: 6.5sec or less<br>• Warm-up time: 15 sec or less<br>• Imaging Technology: Laser<br>• Toner Technology: Simitri HD<br>Polymerised toner<br>• Panel size/resolution: 5line LCD/<br>128x64<br>• System Memory: 256MB<br>• Automatic Document Feeder: Up to<br>130 originals<br>• Printable paper size: A5-A3;<br>customized paper sizes<br>• Printable paper weight: 64-157g/m <sup>2</sup><br>• Paper Input Capacity(stand/max):<br>350sheets / 1,350sheets<br>• Paper tray input: 1 x 250sheets; A5-<br>A3; custom sizes: 64-157g/m <sup>2</sup><br>• Manual bypass: 100sheets; A5-A3;<br>custom sizes: 64-157g/m <sup>2</sup><br>• Finishing modes: Group; sort<br>• Automatic duplexing: A5-A3; 64-90<br>g/m <sup>2</sup><br>• Output capacity: up to 250sheets | 120,000.00 | 240,000.00        |
| <b>TOTAL AMOUNT</b> |          |       |  |            | <b>240,000.00</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 Supply Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of May 31, 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