



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

(046) 4150-010 / (046) 4150-0013 loc 203  
 www.cvsu.edu.ph

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Various Office Equipment**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Supply and Delivery of Office Equipment and Supplies**” with an Approved Budget for the Contract (ABC) of **Five Hundred Ninety-Four Thousand Six Hundred Eleven Pesos and 94/100 Only (PhP 594,611.94)**. 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	Chair, executive, leather	11,025.00	11,025.00
2.	6	Units	Chair, office, high back, leather	6,615.00	39,690.00
3.	12	Units	Chair, office, mid back, fabric	4,410.00	52,920.00
4.	14	Units	Chair, visitor's without armrest	2,205.00	30,780.00
5.	2	Units	Camera, DSLR, 24MP APS-C CMOS Sensor + Digic 8, 32GB, Dual Pixel CMOS AF, Eye Detection AF, 3 975 selectable focus positions, EV-4 focusing limit	55,125.00	110,250.00
6.	2	Units	Refrigerator, 11.3cuft., 2 door	33,075.00	66,150.00
7.	2	Units	Aircooler, 180 watts Power, HD, 3-speed powerful airflow, with 3 sides cooling pad, 40ltrs water tank capacity, continuous water supply inlet, auto shut-off water pump with low water alarm, with 4-8hours timer, with remote controller, automatic vertical louver, floor standing with castor wheels, 32"L x 17"W x 68.5"H	22,050.00	44,100.00
8.	1	Unit	Photocopying Machine, Monochrome <ul style="list-style-type: none"> <li>● Copier, Printer, Scanner &amp; Fax</li> <li>● 35 copies per minute speed</li> <li>● Scan Once, Print Many Color Scanning</li> <li>● 2400 X 600 dpi resolution</li> <li>● A3 maximum paper size</li> <li>● Warm-up time approx. 20sec</li> <li>● 25%-400% zoom magnification</li> <li>● Memory - Approx 1GB RAM, 60GB HDD</li> <li>● Touch screen control panel</li> <li>● 80,000 duty cycle / monthly volume</li> <li>● Slim Design with Built-in Automatic Duplex Unit</li> </ul>	99,225.00	99,225.00
9.	2	Units	Sfa set, 3-1-1 seater with center table	30,000.00	60,000.00
10.	4	Units	Electric fan, stand type, 16", plastic fan blade	856.86	3,427.441
11	1	Unit	Binding Machine, HD <ul style="list-style-type: none"> <li>● 450 sheets binding capacity</li> <li>● 25 sheet punching capacity</li> <li>● 24 holes</li> </ul>	13,230.00	13,230.00

			<ul style="list-style-type: none"> <li>● with U handle design</li> <li>● For legal and A4 size</li> </ul>		
12.	1	Unit	Bulletin board, cork board, 4 x 8", with stand	8,268.75	8,268.75
13.	1	Unit	ID Laminator, HD	5,071.50	5,071.50
14.	1	Unit	Paper cutter, 11' x 15"	1,212.75	1,212.75
15.	4	Units	Emergency Light, 2x0.5watts LED Bulb	1,267.88	5,071.50
16.	1	Unit	Binding Machine, HD, 24 holes, 25sheets electric punch capacity, binds , binds up to 450sheets using a 51mm comb, divides pages into punch able quantities	44,100.00	44,100.00
<b>TOTAL AMOUNT</b>					<b>594,611.94</b>

2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.

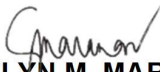
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and 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 September 05, 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