



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](http://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 Various Office Equipment”** with an Approved Budget for the Contract (ABC) of **Two Hundred Seventy-Eight Thousand Six Hundred Six Pesos and 60/100 Only (PhP 278,606.60)**. 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	Document Scanner, Heavy Duty • Duplex • Color CIS (600 dpi) / Black or White Background • 100 - 600 dpi (1 dpi step) and 1200 dpi (interpolated) Optical: 300 dpi / 600 dpi (Automatic switch) • Up to 45 ppm to 90 ipm Scanning Speed	26,000.00	26,000.00
2.	4	units	LAPTOP • i7 Processor • 8GB DDR4 • 1TB SSD • 15.6" Display • 2GB Video Card • WIFI / Bluetooth / Integrated LAN, HDMI / USB 3.0 / Audio Jack, • Windows 10	45,514.90	182,059.60
3.	2	set	Dining Table, 6 seater with chairs	16,000.00	32,000.00
4.	1	unit	AIRCON, 1.5HP, window type, inverter	38,547.00	38,547.00
<b>TOTAL AMOUNT</b>					<b>278,606.60</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 Procurement Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of January 23, 2023.**

Address : Procurement Office, Administration Building  
Cavite State University

Indang, Cavite  
E-mail : [supplyoffice@cvsu.edu.ph](mailto:supplyoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto:rfqmain@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 Consulting Services