



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

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[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of Office Supplies and Equipment for ILCLO**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Office Supplies and Equipment for ILCLO”** with an Approved Budget for the Contract (ABC) of **Four Hundred Seventy-Six Thousand Three Hundred Sixty-Six Pesos and 82/100 Only (PhP 476,366.82)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	240	pc	Bag, Kraft, 10 x 5 x 10 plain	44.00	10,560.00
2.	400	pc	Ballpen, Black	5.00	2,000.00
3.	20	bottle	Epson Ink Bottle, 003 Black	290.00	5,800.00
4.	20	bottle	Epson Ink Bottle, 003 Magenta	290.00	5,800.00
5.	20	bottle	Epson Ink Bottle, 003 Yellow	290.00	5,800.00
6.	20	bottle	Epson Ink Bottle, 003 Cyan	290.00	5,800.00
7.	20	pack	Specialty paper, 10's/pack, white, A4	35.25	705.00
8.	2	unit	External hard drive, 4TB	9,371.25	18,742.50
9.	1	unit	Licensed Microsoft Office Home and Student 2021	6,000.00	6,000.00
10.	4	units	Laptop <ul style="list-style-type: none"> <li>● Processor: Intel Core i7 11<sup>th</sup> Gen</li> <li>● Graphics: Intel Iris Xe Graphics</li> <li>● Memory: 8GB DDR4</li> <li>● Storage: 512GB NVME SSD</li> <li>● Display: 15.6in Full HD 1920 x 1080, 16:9 aspect ratio</li> <li>● Operating System: Windows 11 Home bundle with Microsoft Office Home and Student 2021 (Licensed)</li> </ul>	49,612.50	198,450.00
11.	1	unit	Printer, Multifunction, Print, Copy, Scan, Fax, Wifi <ul style="list-style-type: none"> <li>● Copy Function: Maximum Copy Size: Legal</li> <li>Copy Resolution: 600 x 600dpi</li> <li>Max Copies: 99 copies</li> <li>● Copying: A4 Simplex Flatbed (Black/Colour): Up to 11.0ipm/5.5ipm</li> <li>A4 Simplex ADF (Black/Colour): Up to 60 sec / 82 sec</li> <li>● Scanning: Scanner Type: Flatbed colour image scanner</li> <li>Sensor Type: CIS</li> <li>Optical Resolution: 1200 x 2400dpi</li> <li>Maximum Scan Area: 216 x 297mm (8.5 x 11.7")</li> <li>● Scan Speed: Flatbed (Black/Colour): 200dpi: 12sec / 27sec</li> </ul>	22,050.00	22,050.00

			ADF Monochrome (Simplex): 200dpi; 5.0ipm ADF Colour(Simplex): 200dpi: 5.0ipm ●ADF Specifications: Support Ppaer Thickness: 64-95g/m2 Paper Capacity: 30 sheets ● Fax Function: Walk-up Black and White and Colour Fax Capability Receive Memory / Page Memory: 1.1MB, Page memory up to 100pages		
12.	2	units	Document Scanner ● Scanner Type: ADF/Manual Feed, Duplex ● Color Modes: Color, Grayscale, Monochrome, Automatic ● Image Sensor: Color CIS x 2 (Front x 1, Back x 1) ● Light Source: 3 color LED (Red/Green/Blue) ● Optical Resolution: 600dpi ● Scanning Speed: Simplex/Duplex: 30ppm ● Wifi Interface ● LCD: 4.3 in color TFT Touch Screen ● Power Requirement: AC 100 to 240V	50,000.00	100,000.00
13.	60	pcs	Clearbook, A4	37.04	2,222.40
14.	3	box	Envelope expanding Kraft, Legal	738.40	2,215.20
15.	20	pack	Folder, L type, A4	171.43	3,428.60
16.	240	set	Marker Flourescent	36.66	8,798.40
17.	50	pc	Marker, Permanent, Black	8.98	449.00
18.	50	pad	Note pad, Stick on, 3 x 3	54.08	2,704.00
19.	200	pad	Pad paper, ruled, size 216mm x 330mm	29.12	5,824.00
20.	150	ream	Paper, Multi-purpose, A4, 70gsm	98.26	14,739.00
21.	8	unit	External hard drive, 1TB	2,598.84	20,790.72
22.	200	unit	Flash drive, 16gb	167.44	33,488.00
<b>TOTAL AMOUNT</b>					<b>476,366.82</b>

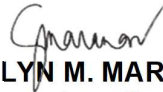
2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
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 February 16, 2023.**

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

E-mail : [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@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