



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
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INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Software and Document Scanner for Record's Office

- The Cavite State University (CvSU) invites interested firms/suppliers to submit quotation for the project “**Supply and Delivery of Software and Document Scanner for Record's Office**” with an Approved Budget for the Contract (ABC) of **Sixty-Two Thousand Pesos Only (PhP 62,000.00)**. 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	Pcs	MS Office License, Professional 2021	6,000.00	12,000.00
2.	1	Unit	Document Scanner • Scanner Type: ADF (Automatic Document Feeder) • Scanning modes: Simplex / Duplex, Color / Grayscale / Monochrome • Image Sensor Type: Single line CMOS-CIS x 2 (Front x 1, Back x 1) • Document size: Maximum: A4 Portrait (210 x 297 mm) or Legal (8.5 x 14 in.) or 8.5 x 34 in. (215.9 x 863.6 mm) (long page scanning: 3,048 mm (120 in.) Minimum: A8 Portrait / Landscape (52 x 74 mm) • Paper 50 to 209 g/m2 (0.06 to 0.26 mm) A8 size: 127 to 209 g/m2 (0.15 to 0.26 mm) • Paper weight (Thickness): Plastic Card ISO7810 ID-1 type compliant (0.76 mm or less, embossed plastic cards with total thickness of 1.24 mm or less) • Color: Scanning speed (A4, Portrait) Grayscale Monochrome Simplex: 25 ppm (200 dpi / 300 dpi) Duplex: 50 ipm (200 dpi / 300 dpi) • Paper chute capacity (A4 Landscape) 50 sheets (A4: 80 g/m2 or 20lb) • Optical Resolution: 600 dpi Color (24-bit) • Output Resolution: Grayscale (8-bit) 50 dpi to 600 dpi (adjustable by 1 dpi increments), 1,200 dpi (driver) Monochrome (1-bit) • Output format: Color: 24-bit, Grayscale: 8-bit, Monochrome: 1-bit • Internal video processing: 65,536 levels (16-bit) • Interface: USB2.0 • Power requirement: AC 100 V to 240 V ± 10% • Included items: AC adapter, USB cable, Setup DVD-ROM	50,000.00	50,000.00
TOTAL AMOUNT					62,000.00

- Delivery Period: ____ calendar days from the receipt of P.O.
- 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 April 20, 2023.**

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

E-mail : procurementoffice@cvsu.edu.ph / rfqmain@cvsu.edu.ph

Telefax : (046) 889-6373

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