



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
 Indang, Cavite, Philippines
 ☎ (046) 889-6373
www.cvsu.edu.ph

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Photocopier Machine for Budget Office

- The Cavite State University (Cvsu) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Photocopier Machine for Budget Office”** with an Approved Budget for the Contract (ABC) of **Three Hundred Thousand Pesos Only (PhP 300,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	unit	PHOTOCOPIER (3-IN1) Functions - Copy, print, scan, optional fax <ul style="list-style-type: none"> ● Colored HDD - 256 GB SSD Memory - standard - 6 GB—2 GB mainframe + 4 GB Operation panel - 10.1" Smart Operation Panel <ul style="list-style-type: none"> ● Media handling Standard input capacity (sheets) - 1,200 Maximum input capacity (sheets) - 2,300 Standard output capacity (sheets) - 500 250—B4 Maximum output capacity (sheets) - 2 x 550-sheet paper trays, 100 sheet bypass tray, 100-sheet ARDF, <ul style="list-style-type: none"> ● Copy features Copy speed - 20 cpm First copy time - 5.1 seconds—black and white 7.4 seconds—colour Copy resolution 100, 200, 300, 400, 600 dpi—scanning 1,200 x 1,200 dpi (maximum)—printing <ul style="list-style-type: none"> ● Print features Print speed colour - 20 ppm Print speed black and white - 20 ppm <ul style="list-style-type: none"> ● Scan features Scan speed - Via ARDF 80 ppm—200 x 200 dpi, 300 x 300 dpi"	1	300,000.00	300,000.00
TOTAL AMOUNT					300,000.00

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 September 19, 2024.**

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