



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

**INVITATION TO SUBMIT QUOTATION**  
**Supply and Delivery of HRM Front Office Laboratory Materials for CvSU Trece**  
**Martires City Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of HRM Front Office Laboratory Materials for CvSU Trece Martires City Campus”** with an Approved Budget for the Contract (ABC) **One Hundred Fifty-Two Thousand Eight Hundred Twenty Pesos Only (PhP 152,820.00)**. 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	Units	Bell boys cart, Four 2mmm castors allow easy maneuverability and great control in transit, Features vertical retention bar for hanging coats, jacket and other clothing, A carpet covering wfiia'7 protects and cushions luggage	32,000.00	64,000.00
2.	1	Pc	Credit Card Voucher holder, Leather 40/120/180240/300 Cards ID Credit Card Holder Book Case Organizer Business Cards ID Credit Card Holder	1,000.00	1,000.00
3.	2	Pcs	Calculator With Solar panel and battery on, 12 digit display multifunctional big button, LCD counter	800.00	1,600.00
4.	1	Pc	Cash box drawer, vault organizer, Antirust box and peeling resistant finish, Cash box with money tray and lock, With metal coin cash coin register, Lock safe box with key	1,200.00	1,200.00
5.	1	Pc	Cash register, 10.1 inches android monitor branded, heavy duty automatic cash, drawer 4 slots for bill and coins, thermal printers, thermal paper, Bluetooth printer and keyboard	10,900.00	10,900.00
6.	4	Pcs	Clock, at least 4 to reflect various time zones, Black quartz round analog wall clock, 20x20cm; material: plastic	500.00	2,000.00
7.	1	Pc	Credit card imprinter, Addressograph PC bartizan 4000 credit card imprinter (with 100 short sales slip)	5,000.00	5,000.00
8.	1	pc	Fake bills detector, UV watermark detection with magnifying glass, Energy saving auto on/off switch, Powerful UV light detector (15w lamp). Flourescent lamp light for watermark verification, Power consumption: 220V 50-60Hz / 110 50-60Hz	800.00	800.00

9.	1	Unit	Fax machine, ALL IN ONE, color: white, Paper tray capacity: 1-100 sheet, Printer connectivity type: USB	12,000.00	12,000.00
10.	1	Unit	Front office desk, 2400mm, White reception desk 2400mm W: 1100mm, H: 700D, White matt desk risers office desk	23,000.00	23,000.00
11.	1	Pc	Guest folio rack, PT Tray approximately 18" long, 9.25 wide, and 12" high from the base, Internal spaces can accommodate more indexes or room dividers at 15.5", RM 50 per set of 25 clips (stainless clips), Room dividers 25pcs; size A4 board nand clips	2,180.00	2,180.00
12.	1	Unit	Hypercom, Hypercom T7 Plus: 10.0 " x 5.18 "x 2.5 t', Weight: 1.5 lbs, Features: Compact terminal designed to take up as little space as possible -35 or 19-key configurations, 20 merchant IDs in one terminal, 2400bps (standard) - 56K (optional) modem - 320-1130F operating temperature, Supports PIN-based debit and EBT transactions, gift cards, check guarantee, check conversion, and prepaid cards, Fraud-prevention features, Compatible with PIN pads, check readers, and check imagers	3,000.00	3,000.00
13.	1	unit	Key card maker, Type: smart card Material: stainless steel, Model No.: RF57-13 MI-24, REID card, opened by 125kHz Card or 13.56MHz Mifare card Transport Package: One Piece Per box (293mm x 175 x 154, G.W.: 3.2kgs Trademark: DouWin Lock, HS Code: 83014000	6,000.00	6,000.00
14.	1	Unit	Key card verifier, Digital Security Safe Box Money Vault, Money Organizer Cash Box Solid Steel Safe Bank 23 x 17 x 17xm	2,000.00	2,000.00
15.	2	Pcs	Key rack / keycard holder, Wall Mounted Key Holder Key Chain Rack Hanger with 5 Hooks Multiple Mail and Key Holder Organizer	220.00	440.00
16.	4	Units	Lapel microphone, Portable Mini lapel mic with speaker Voice megaphone, Portable Amplifier loudspeakers with Wired Condenser Microphone Live Streaming Mini Singing Microphone	1,500.00	6,000.00
17.	1	Unit	Safety deposit box/drop vault, Digital Security Safe Box Money Vault Safety Box Safe Deposit Box Home, Money Organizer Cash Box Solid Steel Safe Bank 23 x 17 x 17cm	7,000.00	7,000.00
18.	2	Units	Telephone/Telephone System, 2-Line Desk Phone top Corded Telephone with Answering System Caller ID/Call Waiting	1,700.00	3,400.00

			Backlight LCD and Handset/Base for Office Home Conference White		
19.	1	Pc	Log book, Advance Record Logbook Books 500 pages Log Book Books Logbook AUTHENTIC – Set of 1 Pc	100.00	100.00
20.	5	Sets	Empty envelopes, Plastic envelop, transparent file, 34 x 24 x 1cm	200.00	1,000.00
21.	5	Pcs	Luggage tag, Hard plastic sliding luggage tag with name window	40.00	200.00
<b>TOTAL AMOUNT</b>					<b>152,820.00</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 December 16, 2024.**

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) 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