



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 Laptop and Paper Shredder for CvSU Imus Campus**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Laptop and Paper Shredder for CvSU Imus Campus”** with an Approved Budget for the Contract (ABC) of **Three Hundred Thousand Five Hundred Fifty-Two Pesos and 72/100 Only (PhP 300,552.72)**. 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	Laptop, Mid-Range User ● Processor: Intel Core i5 13 <sup>th</sup> Gen Processor 10 Cores, 12 Threads, 12MB Cache up to 4.6GHz ● Memory: 16GB DDR4 ● Storage: 512GB NVMe SSD ● Graphics: Intel Graphics ● Display: 15.6inch FHD 1920 x 1080 Anti-Glare ● Webcam: HD webcam with mic ● Connectivity: Wi-Fi 6, Bluetooth 5.3 ● Audio: Dual Speakers ● Software: Licensed Windows 11 Home 64bit and MS Office Home and Student 2021 ● Warranty: 2 Years ● Accessories: Laptop Bag	4	42,380.00	169,520.00
2.	Unit	Paper Shredder ● Machine Automatic Heavy-Duty ● Color family: Black ● Volts and hertz: 220v 50hz ● Size & Spec.: Shred Capacity: 16 sheets; Shred size: 4x40mm; ● Security level:4 ● Can shred: CD/DVD, Paper, Card, Paper Clip, Staple ● Continuous run time: 30min ● Bin capacity: 31L ● Machine noise: 58dB ● Machine power: 240W ● 390x302x615mm ● German level 4 confidentiality ● Nitride steel knife, sharp and durable ● Intelligent induction, overheat protection, Stop protection, Auto reverse	7	18,718.96	131,032.72

	● 31L Visible Paper Bucket			
<b>TOTAL AMOUNT</b>				<b>300,552.72</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 March 6, 2025.**

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