



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 Photocopying Machine for CvSU Bacoor City Campus**

- The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Photocopying Machine for CvSU Bacoor City Campus”** with an Approved Budget for the Contract (ABC) **Five Hundred Eighteen Thousand Nine Hundred Fifty Pesos Only (PhP 518,950.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

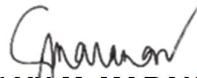
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	unit	Photocopying Machine, Colored (for mass production)  Specifications: • Colour Multifunctional for A4/A3 format • Functions: Color Print, Copy & Scan / Opt.Fax • Speed: Up to 24/12 pages A4/A3 per minute in colour and b/w • Resolution: 1200 x 1200 dpi (print) 600 x 600 dpi (scan/copy) • Dimensions (W x D x H): 590 x 590 x 753 mm • Power consumption: Copying/Printing: 580W, Stand-by: 70W, Sleep mode: 0.5W • Power source: AC 220 ~ 240 V, 50/60 Hz • Memory: 1,536 MB, Max. 3,072 MB • Input capacity: 100-sheet multi-purpose tray, 60–256 g/m <sup>2</sup> : A3, A4, A5, A6, B5, Ledger, Letter, Legal, Folio, Custom (98 x 148 to 297 x 432 mm) • 1 year warranty	1	198,450.00	198,450.00
2.	unit	Photocopying Machine (HD)  Specifications: • Resolution: Scanning 600 dpi × 600 dpi / Printing 300 dpi × 600 dpi, Quick • Master Making mode: 300 dpi × 400 dpi • Maximum Scanning Area: 11 11/16 inches × 17 inches (297 mm × 432 mm) • Print Paper Weight: 12-lb bond to 42-lb bond (46 gsm to 157 gsm) • Print Paper Size: 3 15/16 inches × 5 13/16 inches to 12 • Maximum Printing Area: 8 1/4 inches × 14 1/16 inches (210 mm × 357 mm)	1	320,500.00	320,500.00

	<ul style="list-style-type: none"> <li>• Paper Feed Tray Stacking Capacity: 000 sheets*2, stacking height of 4 11/32 inches (110 mm) or lower</li> <li>• Paper Receiving Tray Stacking Capacity: 1000 sheets*2, stacking height of 4 11/32 inches (110 mm) or lower</li> <li>• Print Speed: 5 levels: 60, 80, 100, 120 and 130 ppm</li> <li>• Print Position Adjustment: Horizontal: ±19/32 inches, Vertical: ±13/32 inches (Horizontal: ±15 mm, Vertical: ±10 mm) Image Processing Mode: Line, Photo, Duo, Pencil</li> <li>• Print Reproduction Ratio: Type: inch Zoom: (50% to 200%), 100% reduction ratio, 3 levels of enlargement (154%, 129%, 121%), 4 levels of reduction (94%, 78%, 65%, 61%) Type: mm Zoom: (50% to 200%), 100% reduction ratio, 3 levels of enlargement (141%, 122%, 116%), 4 levels of reduction (94%, 87%, 82%, 71%)</li> <li>• User Interface: LCD</li> <li>• PC Interface: USB2.0,</li> <li>• Ethernet:100BASE-TX, 10BASE-T*5</li> <li>• Ink Supply: Full automatic (1000 ml/cartridge)</li> <li>• Power Source: AC 100-120 V/AC 220-240 V 50-60 Hz &lt;3.4-1.6 A&gt;</li> <li>• Power Consumption: Max.: 300 W, Ready: 20 W or lower, Sleep: 5 W or lower, Power-OFF: 0.5 W or lower</li> <li>• Dimensions: 55 23/32 inches × 26 3/8 inches*7 × 41 15/16 inches*8 (1415 mm × 670 mm*7 × 1065 mm*8)</li> <li>• Weight: 221 lb (100 kg)*9</li> <li>• With Deluxe and with doors for convenient storage with a neat appearance.</li> <li>• 1 Year Warranty</li> </ul>			
<b>TOTAL AMOUNT</b>				<b>518,950.00</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 June 16, 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