



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**REQUEST FOR QUOTATION**

**SUPPLIES AND MATERIALS FOR BINDING OF THESIS (BAO)**

**Purchase Request No. 2023-02-0547**  
**Approved Budget for the Contract: ₱ 117,800.00**


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Supplies and Materials for Binding of Thesis (BAO)** to apply the sum of **One Hundred Seventeen Thousand and Eight Hundred Pesos Only (₱ 117,800.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
5	ream	Book 80
20	roll	Nylon Twine (210 x 6)
4	roll	Paper Cloth (Royal Blue)
8	roll	Paper Cloth (Emerald Green)
10	ream	Phase Board #30 (26 x 38)
10	roll	Plastic Cover (2.6)
15	pcs	Scotch Tape (1")
10	gal	Shell Wood Glue
3	roll	Gold Foil

1. The quotation must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : [slsuprocedurement2021@gmail.com](mailto:slsuprocedurement2021@gmail.com)

2. The SLSU 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. Southern Luzon State University SLSU 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.

  
**Samuel T. Sacopla**  
Head, Procurement office *2023*  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
 Lucban, Quezon

**REQUEST FOR QUOTATION**

<b>Office/End-User:</b> Business Affairs Office	<b>Date:</b>
<b>COMPANY NAME:</b>	<b>PR No.:</b> 2023-02-0547
<b>ADDRESS :</b>	
<b>TEL. NO./FAX NO. :</b>	<b>TIN No.:</b>

Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than \_\_\_\_\_ of \_\_\_\_\_ in the return envelope attached herewith to the Procurement office.

- TERMS and CONDITIONS**
1. All entries must be typewritten or legibility written.
  2. Delivery period within \_\_\_\_\_ upon conforme of the approved Purchase Order (P.O).  
 Administrative penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.
  3. Warranty shall be for a minimum of three (3) months for Supplies & Materials;  
 (1) one year for Equipment from date of acceptance by the end-user.
  4. Price validity shall be for a period of sixty (60) calendar days.
  5. Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
  6. Bidders shall submit complete specifications showing products certification, if applicable.
  7. Please indicate the brand for each items being offered.
  8. The Approved budget celling for this procurement is PHP 117,800.00.

**SAMUEL T. SACOPLA**  
 Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	5	ream	Book 80		
	20	roll	Nylon Twine (210 x 6)		
	4	roll	Paper Cloth (Royal Blue)		
	8	roll	Paper Cloth (Emerald Green)		
	10	ream	Phase Board #30 (26 x 38)		
	10	roll	Plastic Cover (2.6)		
	15	pcs	Scotch Tape (1")		
	10	gal	Shell Wood Glue		
	3	roll	Gold Foil		

Source of Fund:	Warranty:
Delivery Period:	Price Validity:
<p><i>After having carefully need &amp; accepted your General Conditions, We quote you on the item(s) at prices note above. If the space of providec on the Delivery Period, Warranty &amp; Price Validity are left blank, it means that I concur w/ the Terms &amp; Conditions specified by SLSU Procurement Office.</i></p>	
<p>_____        Printed Name/Signature/Date</p>	



Shellwood Glue



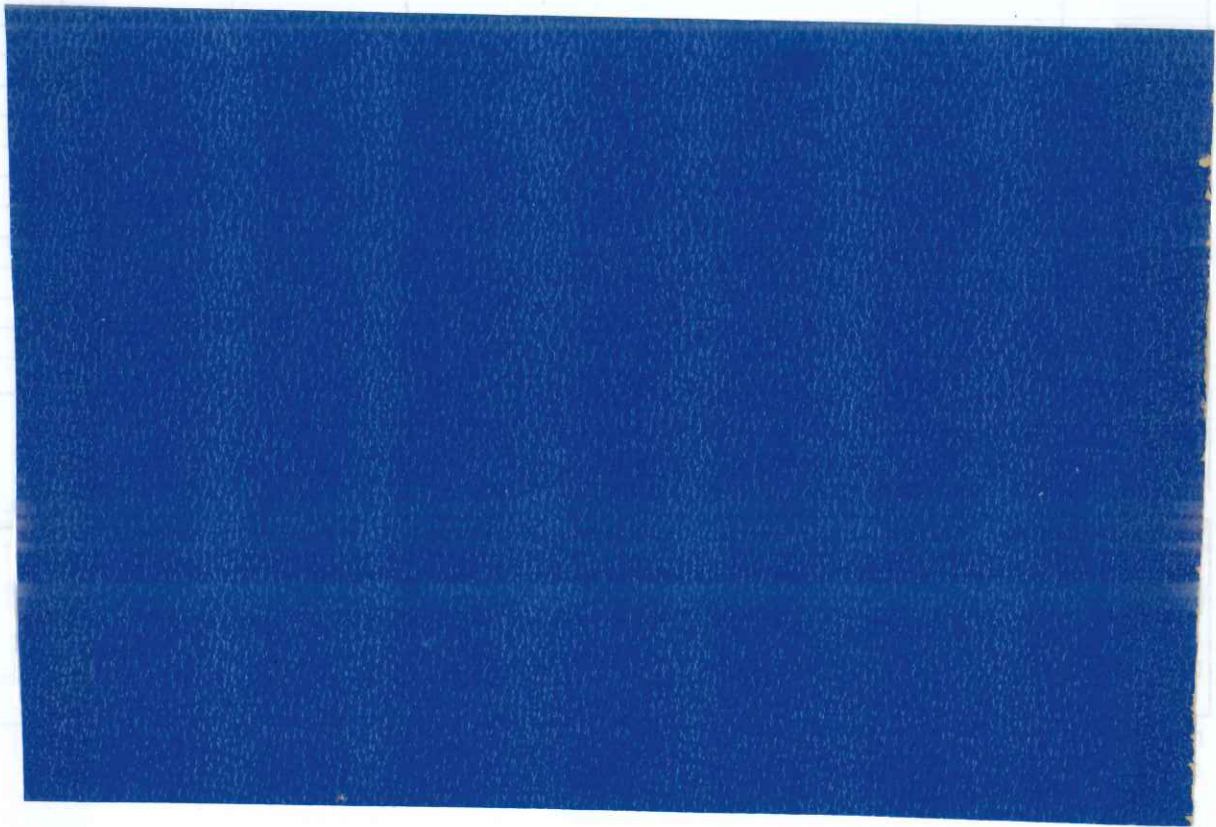
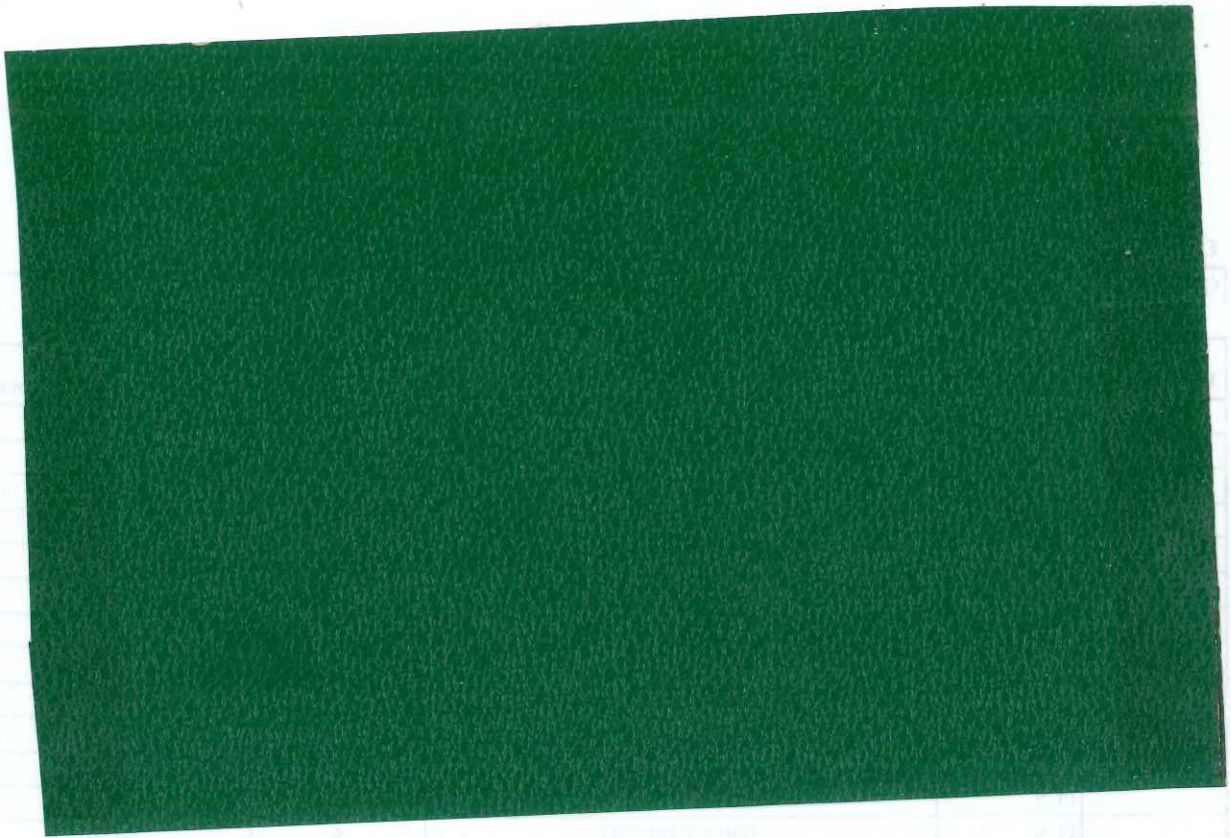
Nylon Twine(210/6)



Paper Cloth (Emerald Green)



Paper Cloth (Royal Blue)





# Jumbo Plastic<sup>®</sup>

**TRANSPARENT**  
**G# 2.6**  
**HARD**



*50 lb 70 mil plastic cover*

# 30

26438