



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES, EQUIPMENT AND CONSUMABLES (ALABAT)

Purchase Request No. 2023-02-0685
Approved Budget for the Contract: ₱ 78,000.00


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies, Equipment and Consumables** to apply the sum of **Seventy – Eight Thousand Pesos Only (₱ 78,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	Unit	Paper Copier
1	Units	Automatic Paper Shredder
2	sets	Toner
		For the paper copier to be purchased

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, 2nd Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : 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



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 Lucban, Quezon
REQUEST FOR QUOTATION

Office/End-User: SLSU Alabat	Date:
COMPANY NAME:	PR No.: 2023-02-0685
ADDRESS :	
TEL. NO./FAX NO. :	TIN No.:

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 ceiling for this procurement is PHP 78,000.00.

SAMUEL T. SACOPLA
 Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	Unit	Paper Copier Type: desktop, Memory Capacity:256MB Scan and Printing Resolution: 600x600 dpi warm-up time 18 seconds or less Paper size: A5 (min), A3 (max) Paper Weight: (on tray: 60 to 90 gsm), on by pass tray: (60-216 gsm) Continous copy speed: A4- 15sheet/min, B5 - 12 sheets/min B4 - Sheets/min, A3 - 10 sheets/min Paper Tray capacity: Standard - 250 sheets x tray + bypass tray 100 sheets Output Tray capacity: 250 sheets A4 LEF Dimensions: W 595 x D580 x H 568mm Weight: 32 kgs		
	1	Units	Automatic Paper Shredder Working Time: 60 min Bin capacity: 20L, TPE on cover for comfortable touch, Anti-skid base, Fire-retardant materials		
	2	sets	Toner For the paper copier to be purchased		

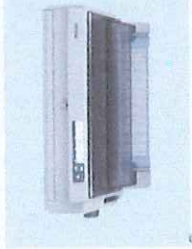
Source of Fund:	Warranty:
Delivery Period:	Price Validity:

After having carefully need & accepted your Genaral Conditions, We quote you on the Item(s) at prices note above. If the space of providec on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.

Printed Name/Signature/Date



PRINTER, IMPACT, DOT MATRIX
24 PIN x 136 COLUMN
P38,100.97
FOR ONLY
BUY NOW



PRODUCT PREVIEW



PAPER SHREDDER,
P35,800.20
Item Code: 4417103 PPS-M01
Unit: UNIT
Usage: Office Equipment
Status: **OUT OF STOCK**
Available On: 0
Remarks: 1
Escrow: Escrowed
Date of availability: 15 August 2023
[See updated specifications here](#)