



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES AND MATERIALS (SAP)

Purchase Request No. 2023-07-1607
Approved Budget for the Contract: ₱ 839,991.80


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies and Materials (SAP)** to apply the sum of **Eight Hundred Thirty-Nine Thousand Nine Hundred Ninety-One Pesos and 80/100 Only (₱ 839,991.80)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
800	rms	Bond Paper Legal 70GSM
1,000	rms	Bond Paper A4 70GSM
200	pcs	Signpen Uniball 1.3mm (Black)
200	pck	Folder Legal pck of 100's
400	pcs	Sign Gel Pen 0.7 Black
300	pcs	Sign Gel Pen 0.7 Blue
400	pcs	Sign Gel Pen 0.5 Black
300	pcs	Sign Gel Pen 0.5 Blue
100	pad	Paper Clip Jumbo (Plastic Coated)
500	rolls	Double Sided Tape 1"
500	rolls	Tape Transparent 1"
2	set	Automatic Numbering Machine (10 digits)
80	pcs	Staple Remover (see attached picture)
200	pcs	Stapler Heavy Duty (see attached picture)
200	box	Binder Clip 55mm/2"
500	box	Binder Clip 41mm/1 1/4"
500	box	Binder Clip 32mm/1"
300	pcs	Arch File Legal 3" Green
100	bot	Clear Glue 147ML
4	set	LED Monitor for Desktop 18"

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 : slsuprocurement2021@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.


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