

## 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 <u>Office Supplies and Materials (SAP)</u> to apply the sum of <u>Eight Hundred Thirty-Nine Thousand Nine Hundred Ninety-One Pesos and 80/100 Only (£ 839,991.80)</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, 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, 2<sup>nd</sup> 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.

Maride C Zabella
OIC, Procurement office
Southern Luzon State University
Lucban, Quezon

Tel. No.: (042)540-6519



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#### REQUEST FOR QUOTATION

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Office/Er			Supply and Property Office		Date:				
	NAN NAM	E:			PR No.: 2023	-07-1607			
ADDRE		0 .			TIMEN				
TEL. NO./FAX NO.:									
later than	Please qu	uote your lo	west price on the item(s) listed below, subject to the Terms & Con of in the return envelope attached herev	ditions stated below and submit your quivith to the Procurement office.	uotation duly signed by yo	our representative not			
1. All en 2. Delive Administ delivery 3. Warn (1) one y 4. Price 5. Suppl Certifica Procurer 6. Bidde 7. Pleas	and CONDIT.  tries must be  try period we  tratitive pen  without value  anty shall be  tear for Equi-  validity sha  iers require  te of Tax, Me  ment Office  rs shall sub-  te indicate the	ions  typewritt  ithin  alties to Se  for a mini  il be for a p  d to submit  fayor'sPerm  upon subm  it comple  be brand for	ten or legibility written. upon conforme of the approved Purchase Order (P.O).  c. 69 of the Revised IRR-RA 1984 shall be imposed for non- mum of three (3) months for Supplies & Materials;  and date of acceptance by the end-user.  eriod of sixty (60) calendar days.  updated documents yearly such as G-EPS Resgistration,  nit, DTI, Bank Name/Account and Branch for evaluation of the  ission of the quotation.  te specifications showing products certification, if applicable.  r each items being offered.  1 for this procurement isPHP_839991.80	MARI OIC, F	MARIDEL C. ZABELLA OIC, Procurement Office  Unit Price Total Cost				
TEOTH II	800	rms	Bond Paper Legal 70GSM		Ontrice	Total Cost			
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	100	bot	Clear Glue 147ML						
	4	set	LED Monitor for Desktop 18"						
Source of Fund: Delivery Period: After having carefully need & accepted your Genaral Conditions, We quote you on the item(s) at print the means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.				Warranty: Price Validity: prices note above. If the space of providec on the Delivery Period, Warranty & Price Validity are left blank,					
				Printed Name/Signature/Date					
AFA-PRC-	1.02 F2, R	EV. 4							