



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

**REQUEST FOR QUOTATION**

**OFFICE SUPPLIES (SAP)**

**Purchase Request No. 2023-08-1683**  
**Approved Budget for the Contract: ₱ 296,000.00**


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies (SAP)** to apply the sum of **Two Hundred Ninety-Six Thousand Pesos Only (₱ 296,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
300	roll	Plastic Cover Clear (Makapal) cut size 5M
1,000	pad	Sticky Notepad 3 x 3" (Madikit)
500	pcs	Clear Book Legal Green/Blue/Black
500	pck	Highlighter 3'S/Pack
100	pcs	Self-Inking Mini Dater
200	pcs	Scissors Heavy Duty 8"
100	pcs	Stamp Pad Felt Black w/ Ink
300	pcs	File Box 125mm x 230mm x 400mm (Green)
200	pck	Battery AAA 4's/pack
200	pck	Battery AA 4's/pack
50	pck	Battery 9V
50	pcs	Paper Puncher Heavy Duty
100	bot	Stamp Pad Ink Black 50ml

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.

  
**Maridel C. Zaballa**  
OIC, Procurement office  
Southern Luzon State University  
Lucban, Quezon  
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