

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: 2296,000.00

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 (SAP)</u> to apply the sum of <u>Two Hundred Ninety-Six Thousand Pesos Only (\$\textit{296,000.00})</u> 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, 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.

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

Tel. No.: (042)540-6519



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REQUEST FOR QUOTATION

Office/En			Supply and Property Office	Date:	
	NY NAM	E:		PR No.:	2023-08-1683
ADDRE					
TEL. NO	D./FAX NO	0.:		TIN No.:	
ater than	Please qu	ote your lo	west price on the item(s) listed below, subject to the Terms & Conditions stated ofin the return envelope attached herewith to the Pr	I below and submit your quotation duly sign ocurement office.	ed by your representative not
TERMS at 1. All ent 2. Delive Administ delivery v 3. Warro (1) one y 4. Price v 5. Suppli Certifical Procuren	nd CONDITI tries must b try period w tratitive pen without vali toty shall be tear for Equi tiers required te of Tax, M ment Office	ONS e typewritt ithin alties to Se d reason. e for a mini pment fron I be for a p i to submit ayor'sPerm	en or legibility writtenupon 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; in date of acceptance by the end-user. eriod of sixty (60) calendar days. updated documents yearly such as G-EPS Resgistration, iit, OTI, Bank Name/Account and Branch for evaluation of the lission of the quotation.	MARIDEL C. ZABELLA OIC, Procurement Office	
7. Please	e indicate th	e brand for	te specifications showing products certification, if applicable. r each items being offered.		
8. The A	pproved bu	dget celling	for this procurement is PHP 296,000.00 .		
Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Pri	ce Total Cost
10111 11	300	roll	Plastic Cover Clear (Makapal) cut size 5M		
	1,000	pad	Sticky Notepad 3 x 3" (Madikit)		
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	50	pck	Battery 9V		
	50	pcs	Paper Puncher Heavy Duty		
	100	bot	Stamp Pad Ink Black 50ml		
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Delivery	of Fund: Period:			Warranty: Price Validit	1/5 0
			ted your Genaral Conditions, We quote you on the item(s) at prices note above. If the Conditions specified by SLSU Procurement Office.	space of providec on the Delivery Period, Warn	onty & Price Validity are left blan
				Printed Name/Signature/Da	ate.
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