



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

**REQUEST FOR QUOTATION**

**RICOH TONER (PDO, CTE, Gumaca, SAP & Extension)**

Purchase Request No. 2023-01-0221, 2023-02-0586, 2023-05-1302, 2023-07-1607 & 2023-08-1835

Approved Budget for the Contract: ₱ 117,500.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **RICOH Toner (PDO, CTE, Gumaca, SAP & Extension)** to apply the sum of **One Hundred Seventeen Thousand and Five Hundred Pesos Only (₱ 117,500.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
		Ricoh Toner IM2000 (PDO)
2	pc	Black
1	pc	Cyan
1	pc	Magenta
1	pc	Yellow
		Ricoh Toner (CTE)
3	pcs	Ricoh IM 2702 Serial No.: 3292Z230010
		Toner Ricoh IM 2702 (Gumaca)
3	pcs	MP 2014HS; Color: Black; Net Weight: 390 grams
3	pcs	Ricoh Toner MP2014HS (SAP)
2	pcs	Photocopier Toner (RICOH IM 2702) (Extension)

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  
Tel. No.: (042)540-6519



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

**REQUEST FOR QUOTATION**

<b>Office/End-User:</b>	<b>Date:</b>
<b>COMPANY NAME:</b>	PR No.:2023-01-0221, 2023-02-0586, 2023-05-1302, 2023-07-1607, 2023-08-1835
<b>ADDRESS :</b>	<b>TIN No.:</b>
<b>TEL. NO./FAX NO. :</b>	

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 117,500.00

**MARIDEL C. ZABELLA**  
 OIC, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
			Ricoh Toner IM2000 (PDO)		
	2	pc	Black		
	1	pc	Cyan		
	1	pc	Magenta		
	1	pc	Yellow		
			Ricoh Toner (CTE)		
	3	pcs	Ricoh IM 2702 Serial No.: 3292Z230010		
			Toner Ricoh IM 2702 (Gumaca)		
	3	pcs	MP 2014HS; Color: Black; Net Weight: 390 grams		
	3	pcs	Ricoh Toner MP2014HS (SAP)		
	2	pcs	Photocopier Toner (RICOH IM 2702) (Extension)		

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

*After having carefully read & accepted your General Conditions, We quote you on the item(s) at prices note above. If the space of provided 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