



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES AND MATERIALS (ALABAT)

Purchase Request No. 2023-08-1682

Approved Budget for the Contract: ₱ 67,796.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement for **Office Supplies and Materials (ALABAT)** to apply the sum of **Sixty-Seven Thousand and Seven Hundred Ninety-Six Pesos Only (₱ 67,796.00) inclusive of VAT**, being the **Approved Budget for the Contract (ABC)**, details as follows:


Qty.	Unit	ITEM/S DESCRIPTION
100	pcs	Brown Envelop
30	pcs	Blackboard Eraser
30	pcs	Whiteboard Eraser
5	box	Plastic Paper Fastener
		7cm, 50 sets/box, assorted colors inside
30	ream	Bond Paper, A4, 70gsm
30	ream	Bond Paper, Legal, 70gsm
24	pcs	Ballpen (black)
24	pcs	Ballpen (blue)
24	pcs	Ballpen (red)
24	pcs	Pencil, #2
100	pcs	File Folder white, long
100	pcs	File Folder white, A4
2	set	Shiny Stamp Mini Dater Self Inking
		3mm stamp, replaceable ink
5	bottle	Epson 664 Black Original Ink Bottle 70ml
5	bottle	Epson 664 Cyan Original Ink Bottle 70ml
5	bottle	Epson 664 Yellow Original Ink Bottle 70ml
5	bottle	Epson 664 Magenta Original Ink Bottle 70ml
5	bottle	Epson 003 Black Original Ink Bottle
5	bottle	Epson 003 Cyan Original Ink Bottle
5	bottle	Epson 003 Yellow Original Ink Bottle
5	bottle	Epson 003 Magenta Original Ink Bottle
10	pcs	Clip Board for Paper Folder
		size: 32*22cm, material: Plastic, color: Green
5	pcs	Clipboard Double Punchless Lever R-C type Clip Presentation Legal Folder
		C Clip type on Top left panel, R Clip type on Middle right panel made of premium PP materials, ultralight weight, smooth, waterproof, easy to clean and durable surface, clamp up to 100-150 sheets
5	pcs	Clipboard Double Punchless Lever R-C type Clip Presentation A4 Folder

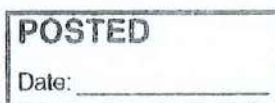
150	pcs	Metal Double Coil Calendar 34 Rings Machine Binding Iron Wire
		Material: Metal Coating Glue, Optional Style: 6.4mm Black
		Hole Spacing: 3:1, Color: Black; A4
36	pcs	Gel point sign pen, 0.5 mm, blue
36	pcs	Gel point sign pen, 0.5 mm, blue
36	pcs	Gel point sign pen, 0.5 mm, black
50	pcs	Document Box
		long; size: 11 1/2 x 16 x 5" (L x H x W)
		2 covers: Arlin (semi-rough texture) and Buffalo Skin (smooth)
2	pcs	Philippine Flag
		cotton, 3 x 5 ft; symbols are embroidered
3	pcs	Document Tray File Organizer
		4 tier, overall size: 30cm*35cm*30cm, Tray Size: 35cm*27.5cm*3cm
		Color: Black, Material: Metal, Sturdy, lightweight metal mesh
5	roll	Masking Tape, 1"
5	roll	Masking Tape, 3/4"
5	roll	Masking Tape, 1/5"

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 : 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

Office/End-User:	SLSU Alabat	Date:	
COMPANY NAME:		PR No.:	2023-08-1682
ADDRESS :			
TEL. NO./FAX NO. :		TIN No.:	

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**
- All entries must be typewritten or legibility written.
 - 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.
 - 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.
 - Price validity shall be for a period of sixty (60) calendar days.
 - 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.
 - Bidders shall submit complete specifications showing products certification, if applicable.
 - Please indicate the brand for each items being offered.
 - The Approved budget ceiling for this procurement is PHP 67,796.00.

MARIDEL C. ZABELLA
OIC, Procurement Office

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	100	pcs	Brown Envelop		
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PAGE 1 OF 2					

Source of Fund:		Warranty:	
Delivery Period:		Price Validity:	
<p>After having carefully need & accepted your Genarol Conditions, We quote you on the item(s) at prices note above. If the space of providec on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.</p>			



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	3	pcs	Document Tray File Organizer 4 tier, overall size: 30cm*35cm*30cm, Tray Size: 35cm*27.5cm*3cm Color: Black, Material: Metal, Sturdy, lightweight metal mesh		
	5	roll	Masking Tape, 1"		
	5	roll	Masking Tape, 3/4"		
	5	roll	Masking Tape, 1/5"		
PAGE 2 OF 2					

Source of Fund:	Warranty:
Delivery Period:	Price Validity:
After having carefully need & accepted your General Conditions, We quote you on the item(s) at prices note above. If the space of providec 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