



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

REQUEST FOR QUOTATION

**PRINTING SUPPLIES AND MATERIALS (BAO)**

**Purchase Request No. 2023-10-2052**  
**Approved Budget for the Contract: ₱ 282,300.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Printing Supplies and Materials (BAO)** to apply the sum of **Two Hundred Eighty-Two Thousand and Three Hundred Pesos Only (₱ 282,300.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
10	reams	VELLUM US 120
10	reams	KROMEKOTE 189 (26 X 40)
15	reams	FOLDCOTE CALIPER 18
5	reams	CLAY COATED KRAFT BOARD 200gsm
5	reams	C2S 120
50	reams	CARBONLESS 8.5 X 11 WHITE TOP
50	reams	CARBONLESS 8.5 X 11 YELLOW CFB
50	reams	CARBONLESS 8.5 X 11 GREEN CF
50	reams	CARBONLESS 8.5 X 11 BLUE CFB
50	reams	CARBONLESS 8.5 X 11 PINK CF
50	reams	CARBONLESS 8.5 X 13 WHITE TOP
50	reams	CARBONLESS 8.5 X 13 YELLOW CFB
50	reams	CARBONLESS 8.5 X 13 BLUE CFB
50	reams	CARBONLESS 8.5 X 13 PINK CF

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 : [s/procurement2021@gmail.com](mailto:s/procurement2021@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 ZABELLA**  
OIC, Procurement office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519



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**REQUEST FOR QUOTATION**

Office/End-User: <b>Business Affairs Office</b>	Date: _____
COMPANY NAME: _____	PR No.: <b>2023-10-2052</b>
ADDRESS : _____	
TEL. NO./FAX 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 CONDITION**

1. All entries must be typewritten or legibility written.
2. Delivery period within \_\_\_\_\_ upon corfirmne 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 Registration, 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 282,300.00        .

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

Item #	Qty.	Unit	ITEMS DESCRIPTION	Unit Price	Total Cost
	10	reams	VELLUM US 120		
	10	reams	KROMEKOTE 189 (26 X 40)		
	15	reams	FOLDCOTE CALIPER 18		
	5	reams	CLAY COATED KRAFT BOARD 200gsm		
	5	reams	C2S 120		
	50	reams	CARBONLESS 8.5 X 11 WHITE TOP		
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	50	reams	CARBONLESS 8.5 X 13 BLUE CFB		
	50	reams	CARBONLESS 8.5 X 13 PINK CF		

Source of Fund: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_  
 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.

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Printed Name/Signature/Date