



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES AND MATERIALS (EXTENSION)

Purchase Request No. 2023-10-2056
Approved Budget for the Contract: ₱ 57,500.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies and Materials (Extension)** to apply the sum of **Fifty-Seven Thousand and Five Hundred Pesos Only (₱ 57,500.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
15	ream	Bond Paper (short)
15	ream	Bond Paper (A4)
15	ream	Bond Paper (Long)
		INK, EPSON C13T664100 (T6641)
10	pcs	Black
10	pcs	Magenta
10	pcs	Cyan
10	pcs	Yellow
500	pcs	Ball pen (Black)
1000	pcs	Board Paper for Cert (short)
250	pcs	Folder (long)
250	pcs	Folder (short)
200	pcs	Envelope (brown, short)
200	pcs	Envelope (brown, long)
60	pcs	Certificate Holder (long)
60	pcs	Certificate Holder (short)
20	pack	Index Tab

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 : slsuprocmnt2021@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

