



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

**REQUEST FOR QUOTATION**

**OFFICE SUPPLIES (SAP)**

**Purchase Request No. 2023-10-2148**  
**Approved Budget for the Contract: ₱ 499,992.00**


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies (SAP)** to apply the sum of **Four Hundred Ninety-Nine Thousand and Nine Hundred Ninety-Two Pesos Only (₱ 499,992.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
450	rms	Bond Paper Legal 70gsm
450	rms	Bond Paper A4 70gsm
250	bot	Epson 003 Ink B
150	bot	Epson 003 Ink C
150	bot	Epson 003 Ink M
150	bot	Epson 003 Ink Y
200	bot	Stamp Pad Ink Black 50ml
50	pck	Folder Legal 100s
200	pcs	Store All Corrugated Box
2026	pcs	Expanding Kraft Envelope Legal

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 : [slsuprocmement2021@gmail.com](mailto:slsuprocmement2021@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

