



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

**REQUEST FOR QUOTATION**

**TRAINING EXPENSE FOR RESEARCH SEMINAR SERIES (RESEARCH)**

**Purchase Request No. 2023-11-2249**  
**Approved Budget for the Contract: ₱ 340,000.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Training Expense for Research Seminar Series (Research)** to apply the sum of **Three Hundred Forty Thousand Pesos Only (₱ 340,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Training Expense
		November 22-24, 2023
		Accommodation, Venue and Meals

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. ZABELLA**  
OIC, Procurement office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519



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**REQUEST FOR QUOTATION**

<b>Office/End-User:</b>	Research Services	<b>Date:</b>
<b>COMPANY NAME:</b>		<b>PR No.:</b> 2023-11-2249
<b>ADDRESS :</b>		
<b>TEL. NO./FAX NO. :</b>		<b>TIN 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 340,000.00.

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

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	lot	Training Expense		
			November 22-24, 2023		
			Accommodation, Venue and Meals		
			*please see attached document/s		

<b>Source of Fund:</b>	<b>Warranty:</b>
<b>Delivery Period:</b>	<b>Price Validity:</b>

After having carefully read & 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

**Towards a Futures-ready Research Dissemination Initiatives: Training Workshop on How to Write Publishable Paper**

**Accommodation 3D2N for 50 pax (November 22-24, 2023)**

**Expected time of arrival: November 22, 2023 (8:00 AM).**

**Inclusion of:**

- **Room Accommodation (50 pax) on November 22-24, 2023**
- **Food Package**

<b>DAY 1 November 22</b>	<b>DAY 2 November 23</b>	<b>DAY 3 November 24</b>
<ul style="list-style-type: none"><li>◦ AM Snacks</li><li>◦ Lunch</li><li>◦ PM Snacks</li><li>◦ Dinner</li></ul>	<ul style="list-style-type: none"><li>◦ Breakfast</li><li>◦ AM Snacks</li><li>◦ Lunch</li><li>◦ PM Snacks</li><li>◦ Dinner</li></ul>	<ul style="list-style-type: none"><li>◦ Breakfast</li><li>◦ AM Snacks</li><li>◦ Lunch</li><li>◦ PM Snacks</li><li>◦ Dinner</li></ul>

- **3 days use of Function Room with audio-video capacity**
- **Flowing Coffee**
- **Wifi Access**
- **Free use of other facilities**
- **Seminar materials**