



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

**REQUEST FOR QUOTATION**

**PUBLICATION FOR NOTICE OF SEARCH FOR PRESIDENCY OF SOUTHERN LUZON STATE UNIVERSITY (UBS)**

**Purchase Request No. 2023-11-2263**  
**Approved Budget for the Contract: ₱ 90,000.00**


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Publication for Notice of Search for Presidency of Southern Luzon State University (UBS)** to apply the sum of **Ninety Thousand Pesos Only (₱ 90,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Publication for Notice of Search for Presidency of Southern Luzon State University
		AD Size: 5 Cols x 24cm
		AD Classification: Announcement
		Insertion Dates: November 20, 27 and December 4, 2023
		*please see attached document/s

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



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

**REQUEST FOR QUOTATION**

<b>Office/End-User:</b>	UBS	<b>Date:</b>	
<b>COMPANY NAME:</b>		<b>PR No.:</b>	2023-11-2263
<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. Bid validity shall be for a period of \_\_\_\_\_ calendar days.
  5. Suppliers required to submit updated documents yearly such as G-EPSS 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 90,000.00.

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

Item #	Qty.	Unit	ITEMS DESCRIPTION	Unit Price	Total Cost
	1	lot	Publication for Notice of Search for Presidency of Southern Luzon State University		
			AD Size: 5 Cols x 24cm		
			AD Classification: Announcement		
			Insertion Dates: November 20, 27 and December 4, 2023		
			*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 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.*

\_\_\_\_\_  
Printed Name/Signature/Date



Republic of the Philippines  
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Lucban, Quezon

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**NOTICE OF SEARCH FOR SLSU PRESIDENT AND CALL FOR APPLICATION**

The Southern Luzon State University Board of Regents formally and publicly announces that the Search for Presidency is **NOW OPEN**.

**Minimum Qualifications**

1. Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of the expiration of the term of the incumbent President;
2. A Filipino citizen;
3. Holder of an earned doctorate degree from a CHED-recognized HEI or foreign institution accredited by its respective higher education ministry/ commission or appropriate regulatory body, which is defined as Level 8 in the PQF, under RA No. 10968;
4. With proven track record as SUC/LUC administrator (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive/ administrator, whether in the public or private sector, for at least five years; Nomenclature of the position, especially in the private sector may be clarified by the GB as long position is high-level management; and
5. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

**Documentary Requirements**

Interested applicants must submit one (1) set of original and six (6) photocopies of the following documents to the SCP Secretariat:

1. Formal application letter addressed to the SUC GB Chairperson;

**Hon. MARITA R. CANAPI**  
Commissioner  
Commission on Higher Education (CHED)  
4<sup>th</sup> Floor, HEDC Building, C.P. Garcia, UP Campus  
Diliman, Quezon City

2. Detailed Curriculum Vitae, attested and signed by the applicant;

3. Transcript of records, training certifications, professional accreditations, diplomas, and employment/service records;
4. Published research work, if any;
5. Signed and notarized statement containing the Proposed Vision, Mission, and Development Goals for SLSU by the applicant;
6. Certificates/clearances from the following government agencies, obtained no more than three (3) months from the filing date of the application, indicating that the applicant has not been found guilty in any administrative or criminal case;
  - National Bureau of Investigation (NBI)
  - Sandiganbayan
  - Civil Service Commission (CSC)
  - Office of the City Prosecutor
  - Office of the Ombudsman (for government employees)
  - Institution/Company where the applicant is previously or presently employed

In case of delay in the issuance of the agency/office concerned due to pandemic or fortuitous events, proof of payment of the application fee may be used in the application subject to submission of the Certificates/Clearances at the time of the pre-evaluation process by the SCP. The deadline of which can be set by the Search Committee.

7. Certificate of Leave of Absence (for applicants who are on leave of absence);
8. Birth certificate authenticated by the Philippine Statistics Authority (PSA);
9. Medical certificate of physical fitness issued by a physician from a government health institution not in any way connected with the applicant or the SUC applied for, obtained no later than three months from the date of application;
10. Drug testing certificate pursuant to the CSC Memorandum Circular No. 13, s. 2017;
11. Neuro-psychiatric examination result from a government health institution, obtained no more than three months from the filing date of the application. In case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant. The result shall indicate that the purpose of the neuro-psychiatric examination is for the application for SLSU Presidency;

The Search Committee reserves the right to verify the results of the examination.

12. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form 212);
13. Recently filed Statement of Assets, Liabilities, and Net Worth (SALN) (for government employees).
14. Other documents that may be required by the SLSU Governing Board.

The Search Committee reserves the right to reject any application that is not in conformity with the applicable provisions of RA No. 8292 and its IRR, and CMO No. 7, Series of 2022 aside from the enumerated requirements.

The Search Committee reserves the right to validate and verify the authenticity of documents submitted and the right to accept or reject any document that it deems to be questionable.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

**DEADLINE FOR SUBMISSION OF APPLICATION AND THE REQUIRED DOCUMENTS SHALL BE NOT LATER THAN DECEMBER 1, 2023, 5:00 P.M.**

All applications must be addressed to:

**Hon. MARITA R. CANAPI**  
CHED Commissioner and  
Chairperson, SLSU Board of Regents  
4<sup>th</sup> Floor, HEDC Building  
C. P Garcia Ave., UP Diliman, Quezon City

or

**Hon. MARITA R. CANAPI**  
CHED Commissioner and Chairperson, SLSU Board of Regents  
c/o Ms. Aurora L. Sumague  
Board Secretary  
4th Floor, Administration Building  
SLSU Main Campus, Luchan, Quezon