



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES AND MATERIALS FOR 1ST QUARTER (SAP)

Purchase Request No. 2024-01-0084

Approved Budget for the Contract: ₱ 572,427.00

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 for 1st Quarter (SAP)** to apply the sum of **Five Hundred Seventy-Two Thousand and Four Hundred Twenty-Seven Pesos Only (₱ 572,427.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
200	pcs	ARCH FILE LEGAL 3" BLUE
1000	pcs	CORRECTION TAPE BIG
200	pcs	TAPE DISPENSER BIG
500	pck	STICKER PAPER WHITE 12'S
500	pad	STICKY NOTEPAD MADIKIT 76x78 MM
300	pcs	STORE ALL CORRUGATED BOX (ORIGINAL)
600	pck	TISSUE ROLL PACK OF 12'S
300	pcs	SIGNPEN M&G 1.0MM (BLACK)
400	pcs	SIGNPEN GEL PEN 0.7 BLACK
300	pcs	SIGNPEN GEL PEN 0.7 BLUE
400	pcs	SIGNPEN GEL PEN 0.5 BLACK
300	pck	CLEARBOOK FILLER LEGAL PCK OF 10'S
2024	pcs	EXPANDING KRAFT ENVELOPE LEGAL
250	bot	EPSON 003 INK BK
230	pcs	AUTOMATIC RECEIVED STAMP WITH DATE
300	pcs	PLASTIC RING BINDER 1" CUT LEGAL
300	pcs	CLEARBOOK BLACK LEGAL
100	pcs	SELF INKING MINI DATER
201	box	STAPLE WIRE NO. 13

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 : 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
Head, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519



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REQUEST FOR QUOTATION

Office/End-User:	Supply and Property	Date:	
COMPANY NAME:		PR No.:	2024-01-0084
ADDRESS :		TIN No.:	
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 CONDITIONS**
- All entries must be typewritten or legibility written.
 - Delivery period within _____ upon conforme of the approved Purchase Order (P.O).
 Administratitive penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.
 - 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.
 - Price validity shall be for a period of sixty (60) calendar days.
 - Suppliers required to submit updated documents yearly such as G-EP5 Registration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
 - Bidders shall submit complete specifications showing products certification, if applicable.
 - Please indicate the brand for each items being offered.
 - The Approved budget ceiling for this procurement is PHP 572,427.00.

MARIJEL C. ZABELLA
 Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	200	pcs	ARCH FILE LEGAL 3" BLUE		
	1000	pcs	CORRECTION TAPE BIG		
	200	pcs	TAPE DISPENSER BIG		
	500	pck	STICKER PAPER WHITE 12'S		
	500	pad	STICKY NOTEPAD MADKIT 76x78 MM		
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	300	pcs	CLEARBOOK BLACK LEGAL		
	100	pcs	SELF INKING MINI DATER		
	201	box	STAPLE WIRE NO. 13		

Source of Fund:	Warranty:
Delivery Period:	Price Validity:

After having carefully need & 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