



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

**REQUEST FOR QUOTATION**

**SUPPLIES AND MATERIALS FOR ACCREDITATION AND OTHER RELATED ACTIVITIES FOR THE YEAR 2024 (QUALITY ASSURANCE)**

**Purchase Request No. 2024-01-0201  
Approved Budget for the Contract: ₱ 51,280.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Supplies and Materials for Accreditation and Other Related Activities for the year 2024 (Quality Assurance)** to apply the sum of **Fifty-One Thousand and Two Hundred Eighty Pesos Only (₱ 51,280.00)** inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
30	ream	Long Bond Paper
1	box	PVC (Long) - Clear
		Epson Ink (L210) - 664
20	pcs	Cyan
20	pcs	Yellow
20	pcs	Magenta
20	pcs	Black
		Epson Ink (L3150) - 003
15	pcs	Cyan
15	pcs	Yellow
15	pcs	Magenta
15	pcs	Black
30	pcs	Ring Binder Plastic - 25mm

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



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**REQUEST FOR QUOTATION**

**Office/End-User: QUALITY ASSURANCE**

**Date:**

**COMPANY NAME:**

**PR No.: 2024-01-0201**

**ADDRESS :**

**TEL. NO./FAX NO. :**

**TIN 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). Administrative 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.
  - Suppllers required to submit updated documents yearly such as G-EPSS Resgistration, 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 51,280.00.

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

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	30	ream	Long Bond Paper		
	1	box	PVC (Long) - Clear		
			Epson Ink (L210) - 664		
	20	pcs	Cyan		
	20	pcs	Yellow		
	20	pcs	Magenta		
	20	pcs	Black		
			Epson Ink (L3150) - 003		
	15	pcs	Cyan		
	15	pcs	Yellow		
	15	pcs	Magenta		
	15	pcs	Black		
	30	pcs	Ring Binder Plastic - 25mm		

**Source of Fund:**  
**Delivery Period:**

**Warranty:**  
**Price Validity:**

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