

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES AND MATERIALS (BAO)

Purchase Request No. <u>2024-01-0072</u>
Approved Budget for the Contract: <u>₽ 138,025.00</u>

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of <u>Office Supplies and Materials (BAO)</u> to apply the sum of <u>One Hundred Thirty-Eight Thousand and Twenty-Five Pesos Only (£ 138,025.00)</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	ITEM/S DESCRIPTION		
20	bot	Epson Ink (003) - Black			
10	bot	Epson Ink (003) - Magenta			
10	bot	Epson Ink (003) - Cyan			
10	bot	Epson Ink (003) - Yellow			
50	pcs	Correction Tape			
30	pcs	Brown Envelope (long)			
20	pcs	Brown Envelope (short)			
70	pcs	Folder (long)			
30	pcs	Folder (short)			
20	pad	Sticky Note			
40	pcs	Arch File Horizontal 3"			
10	bot	All Purpose Glue (130g)			
75	pcs	Ballpen (black)			
75	pcs	Ballpen (blue)			
10	box	Highlighter (10pcs/box)			
25	pcs	Pencil			
15	pcs	Official Record Book (500 pages)			
5	box	Paper Clips - Assorted Color - Big (Plastic)			
5	box	Paper Clips - Assorted Color - Small (Plastic)			
20	box	Staple Wire (No. 35)			
30	pcs	Scotch Tape 1"			
10	pcs	Masking Tape 1"			
2	pcs	Heavy Duty Scissors (8")			
25	box	Bond Paper - Long			
25	box	Bond Paper - A4			

5	box	Plastic Fastener - Plastic
10	pcs	Stapler (Heavy Duty)
10	pcs	Blade (Cutter)

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:

slsuprocurement2021@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/	En	d-User:		BAO	1	Date:						
COM	PA	MAN YN	E:			PR No.:	2024	-01-0072				
ADD	RE	SS :			The second residence of the second		2027	-01-0072				
TEL.	NC	D./FAX N	0.:			TIN No.:						
later than												
	-	nd CONDITI	Santiff the beneather that the	on or legibility, written				1				
2. De	live	entries must be typewritten or legibility written. very period within upon conforme of the approved Purchase Order (P.O).										
Admir	isti	istratitive penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-										
		y without valid reason. rranty shall be for a minimum of three (3) months for Supplies & Materials;										
(1) on	e ye	year for Equipment from date of acceptance by the end-user. MARIDEL C. ZABELLA										
		e validity shall be for a period of sixty (60) calendar days.										
		ppliers required to submit updated documents yearly such as G-EPS Resgistration, cate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the										
Procu	rement 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.											
	8. The Approved budget celling for this procurement isPHP 138,025.00											
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Item #	#	Qty.	Unit	ITEM/S DESCRIPTIO	N	Unit Pri	ce	Total Cost				
		20	bot	Epson Ink (003) - Black								
		10	bot	Epson Ink (003) - Magenta								
	4	10	bot	Epson Ink (003) - Cyan								
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_	4	10	pcs	Stapler (Heavy Duty)								
	-	10	pcs	Blade (Cutter)								
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Source	e e	of Fund:		L		Warranty:						
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, 1, 100 000 000	After having carefully need & accepted your Genaral 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.												
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AFA-PI	IC.	1.02 F2, F	LV.4				_					



HIGHLIGHTER STABILO - YELLOW (10 PCS. PER BOX)