



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

**REQUEST FOR QUOTATION**

**OFFICE SUPPLIES AND MATERIALS (BAO)**

**Purchase Request No. 2024-01-0072**  
**Approved Budget for the Contract: ₱ 138,025.00**

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 (BAO)** to apply the sum of **One Hundred Thirty-Eight Thousand and Twenty-Five Pesos Only (₱ 138,025.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	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, 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  
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HIGHLIGHTER STABILO – YELLOW (10 PCS. PER BOX)