



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

SUPPLIES AND MATERIALS FOR REGISTRAR'S OFFICE (LUCENA)

Purchase Request No. 2024-01-0355
Approved Budget for the Contract: ₱ 66,860.00

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 Registrar's Office (Lucena)** to apply the sum of **Sixty-Six Thousand and Eight Hundred Sixty Pesos Only (₱ 66,860.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
10	ream	Hard Copy (short) 8.5 x 11 - sub 20
20	ream	Hard Copy (long) 8.5 x 13 - sub 20
5	ream	Hard Copy (A4) sub 20
10	pack	Sticker Paper (10s per pack)
200	pcs	Long White Folder
50	pcs	File Box (Big)
5	box	Staple Wire (No. 35-5m)
5	pcs	Correction Tape
1	unit	Heavy Duty Shredder (paper, cards and CDs)
2	pcs	Stapler 26/6 (No. 35-5m)
2	pcs	Record Book (200 pages)
3	pcs	Record Book (500 pages)
5	box	Binder Clip (51mm)
3	box	Paper Clip (33mm)
5	pcs	Double Sided Tape 1"
2	pcs	Scissors
5	pcs	Scotch Tape 1"
2	pcs	Tape Dispenser (Heavy Duty)
1	box	Black Ball pen
1	box	Black Sign pen (1.0mm point)
1	pcs	Desktop Sharpener
3	pcs	Stamp Pad Ink (30ml)
3	pcs	Stamp Pad No.3

2	pcs	Highlighter (Yellow)
1	box	Permanent Marker (Ball Point)

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 : slsuprocurment2021@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.



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