

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 <u>Supplies and Materials for Registrar's Office (Lucena)</u> to apply the sum of <u>Sixty-Six Thousand and Eight Hundred Sixty Pesos Only (£ 66,860.00)</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, 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)		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: 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



Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon

REQUEST FOR QUOTATION

fice/End-User:		SLSU Lucena	Date:	
ADDRESS	ME:		PR No.:	2024-01-0355
EL. NO./FAX	NO :		TINI NI.	
CL. NO./FAX	VU. ;		TIN No.:	
r than TERMS and CONDI	TIONS	vest price on the item(s) listed below, subject to the Terms & Conditions stated of in the return envelope attached herewith to the Feer or legibility written.	below and submit your quotation duly sign Procurement office.	ned by your representative n
Delivery period dministratitive period dministratitive period view without vol. Warranty shall one year for Eq. Price validity shows Suppliers requirectificate of Tax,	within	upon conforme of the approved Purchase Order (P.O). c. 69 of the Revised IRR-RA 1984 shall be imposed for non- mum of three (3) months for Supplies & Materials; n date of acceptance by the end-user. eriod of sixty (60) calendar days. updated documents yearly such as G-EPS Resgistration, it, DTI, Bank Name/Account and Branch for evaluation of the ission of the quotation.	MARIDEL C. ZABELLA Head, Procurement Office	
		re specifications showing products certification, if applicable.		
		each items being offered. for this procurement isPHP_66,,860.00 .		

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3	pcs	Stamp Pad No.3		
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1	box	Permanent Marker (Ball Point)		
ource of Fund:			Warranty:	
Delivery Period:	100 m	N. ST. LAND ME COMM. TO SERVE ST. MARKET ST. AN ACCOUNT.	Price Validity	
		ed your Genaral Conditions, We quote you on the item(s) at prices note above. If the so anditions specified by SLSU Procurement Office.	pace of providec on the Delivery Period, Warra	nnty & Price Validity are left bl
The I worked W/	carried Ox CC	and a specific of section of the sec		
			Printed Name/Signature/Da	te
-PRC-1.02 F2	DEV/ A		Tilited Name/Signatule/Da	