



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES AND MATERIALS (ORS)

Purchase Request No. 2024-02-0538

Approved Budget for the Contract: ₱77,495.00

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 (ORS)** to apply the sum of **Seventy Seven Thousand and Four Hundred Ninety Five Pesos Only (₱ 77,495.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:


Qty.	Unit	ITEM/S DESCRIPTION
48	reams	Bond Paper (long 8.5x13)
55	reams	Bond Paper (A4)
10	reams	Bond Paper (Short)
10	sets	Printer Ink (L3150)
10	sets	Printer Ink (L3110)
5	sets	Printer Ink (L3250)
5	pcs	Expanded Envelope (long)
2	box	Black Ballpen
250	pcs	Long Folder (white)
10	boxes	Pencil
2	boxes	Sign pen blue
5	packs	Sticky notes flags, 4 neon colors, 50pcs/pack
5	packs	Sign here flags, 50pcs/pack
4	boxes	Acetate (long)
4	pcs	Arch File - Long 3"
25	pcs	Brown Envelope (legal)
10	pcs	Brown Envelope (short)
10	pcs	L-shaped plastic folder, A4, clear
10	pcs	L-shaped plastic folder, legal, clear
5	pcs	Record Book Junior size
3	pcs	Masking Tape 3/4 inches
2	box	Paper Clip 100 pcs/box
3	pcs	Scotch Tape 1inch, 24mm/120yards
3	pcs	Document Box File Organizer Long size: 35.5cm*23.5*7.5/5.5cm long size

5	pcs	Tactical notebook (all weather waterproof writing notebook)
3	pcs	Multi-purpose Large Storage Box Plastic Container Organizer Box Size (L x W x H): 43.5 x 33.5 x 30 cm
2	pcs	Stapler
5	pcs	Stapler Wire

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 : 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



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
 Lucban, Quezon

REQUEST FOR QUOTATION

Office/End-User:	Research Services	Date:	
COMPANY NAME:		PR No.:	2024-02-0538
ADDRESS :		TIN No.:	
TEL. NO./FAX 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**
1. All entries must be typewritten or legibility written.
 2. 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.
 3. 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.
 4. Price validity shall be for a period of sixty (60) calendar days.
 5. Suppliers required to submit updated documents yearly such as G-EP5 Resgistration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
 6. Bidders shall submit complete specifications showing products certification, if applicable.
 7. Please indicate the brand for each items being offered.
 8. The Approved budget ceiling for this procurement is PHP 81,900.00.

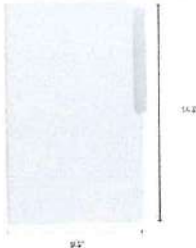

MARIDEL C. ZABELLA
 Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
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	5	pcs	Tactical notebook (all weather waterproof writing notebook)		
	3	pcs	Multi-purpose Large Storage Box Plastic Container Organizer Box Size (L x W x H): 43.5 x 33.5 x 30 cm		
	2	pcs	Stapler		
	5	pcs	Stapler Wire		

Source of Fund:	Warranty:
Delivery Period:	Price Validity:

After having carefully need & accepted your General 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.

Item	Picture	Specifications	
Bondpaper, A4	<p>Available Sizes:</p> <p><i>Long 8.5 x 13"</i></p> <p><i>Short 8.5 x 11"</i></p> <p><i>A4 8.2 x 11.6"</i></p> 	Substance 20	
Bondpaper, Short			
Bondpaper, Long			
Epson Printer ink, black		EPSON original 664 (L3250) (L3150) (L3110)	
Epson Printer ink, cyan			
Epson Printer ink, magenta			
Epson Printer ink, yellow			

<p>Black ballpeen</p>		<p>HBW XR 0.7mm GEL PEN Code: XR-01 Sold per piece / 12pcs per small box Extra smooth writing Fine Tip Modern design with ultimate comfort</p>
<p>Long Folder white</p>	<p>LONG WHITE FOLDER</p> 	
<p>Pencil</p>		
<p>Sign pen, blue, 0.5 mm, 12pcs/box</p>		
<p>Sticky note flags, 4 neon colors, 50 pcs/pack</p>		

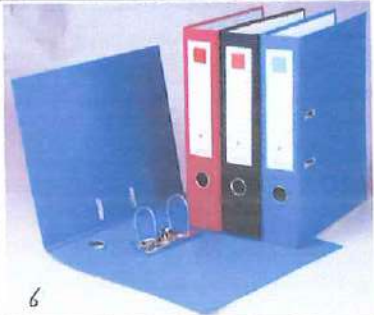
Sign Here flags, 50 pcs/pack



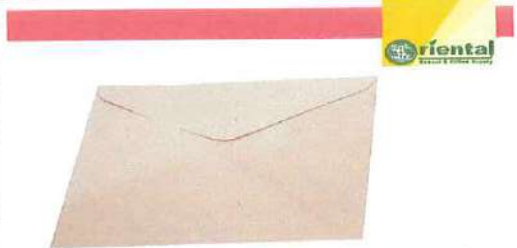
Acetate long



Arch File



Brown envelope, legal



Brown envelope, short



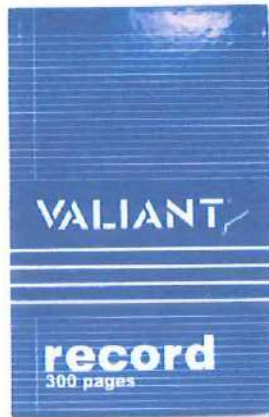
L-shaped plastic folder, A4, clear

L-shaped folder, legal,
clear



Record book Junior size
300pages

Record Book Jr.



300
Pages
L-14cm
W-1.4cm
H-22cm

Masking Tape 3/4inches



3/4inches (25 yards)

Paper Clip 100pcs/box



Scotch Tape 1inch,
24mm/120yards

**Crocodile Transparent Tape
(1 pc) - 24mm x 25 yards**







Document Box File
Organizer Long
Size:35.5CM*23.5*7.5/
5CM LONG SIZE

Long

Paper capacity 700 sheets



<p>Tactical notebook (all weather waterproof writing notebook)</p>		<p>Item Type: Outdoor Notebook</p> <p>Paper Page: about 50 Sheets</p> <p>Cover Material: PVC</p> <p>Page Material: Paper</p> <p>Size: app.12.7x7.6cm/5x2.99in</p>
<p>Multi-Purpose Large Storage Box Plastic Container Organize Box Size (L x W x H): 43.5 x 33.5 x 30 cm</p>		
<p>Stapler</p>		
<p>Staple wire</p>		

<i>Item</i>	<i>Picture</i>	<i>Specifications</i>
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