



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR 2ND QUARTER (SAP)

Purchase Request No. 2024-04-0933

Approved Budget for the Contract: ₱644,800.00


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies for 2nd Quarter (SAP)** to apply the sum of **Six Hundred Forty Four Thousand and Eight Hundred Pesos Only (₱ 644,800.00)** inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
100	box	Bond Paper Legal 70 GSM 5RM/Box
100	box	Bond Paper A4 70 GSM 5RM/Box
200	bot	Epson 003 Ink BK
100	bot	Epson 003 Ink CY
100	bot	Epson 003 Ink MG
100	bot	Epson 003 Ink YL
100	box	Dustless Blackboard Chalk
500	pcs	Signpen Gel Pen 0.7 Black G2
500	pcs	Signpen Gel Pen 0.7 Blue G2
200	pcs	Arch File Legal Green - Vertical
300	pcs	Correction Tape Big 30M
500	pcs	Utility Cutter Knife Heavy Duty
200	box	Staple Wire #35
100	set	Battery AA Rechargeable w/ charger (4pcs/pack)
100	set	Battery AAA Rechargeable w/ charger (4pcs/pack)
200	box	Paper Clip Small
200	box	Paper Clip Big
300	box	Pencil #2 482 12's/box

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 : slsuprocedurement@slsu.edu.ph

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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