

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 (#2 644,800.00) 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	00 box Pencil #2 482 12's/box		

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: slsuprocurement@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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REQUEST FOR QUOTATION

Office/End-User: Supply and Property								
COMPANY NAME:					2024-04-0933			
ADDRE								
TEL. N	O./FAX N	0. :	TIN No.:					
1. All en 2. Delive Adminis	nnd CONDIT tries must b ery period w tratitive pen	ONS e typewritt ithin_ alties to Se	owest price on the item(s) listed below, subject to the Terms & Condit. of	ons stated below and submit your quotation dul to the Procurement office.	y signed by your representative not			
3. Warr (1) one y 4. Price 5. Suppi Certifica Procurer 6. Bidde 7. Pleas 8. The A	without vali anty shall be rear for Equi validity shali liers required te of Tax, M ment Officed ers shall subsided in proved bu	e for a mini pment fron Il be for a p Il to submit ayor'sPerm upon submi mit complet be brand for dget celling		MARIDEL C. ZABELLA ead, Procurement Office				
Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit F	Price Total Cost			
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	100 box Bond Paper A4 70 GSM 5RM/Box							
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	200	box	Paper Clip Big					
	300	box	Pencil #2 482 12's/box					
		-						
Source	of Fund:		Warranty:					
Source of Fund: RF MODE Warranty: Delivery Period: Price Validity: After having carefully need & accepted your Genaral Conditions, We quate you on the item(s) at prices note above. If the space of provides on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.								
Printed Name/Signature/Date								
AFA-PRC-1.02 F2, REV. 4								







