



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**REQUEST FOR QUOTATION**

**PHOTOCOPYING MACHINE RENTAL (UBS)**

**Purchase Request No. 2024-03-0785**

**Approved Budget for the Contract: P=240,000.00**


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Photocopying Machine Rental (UBS)** to apply the sum of **Two Hundred Forty Thousand Pesos Only (P 240,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Photocopying machine rental (including supply of consumables, replacement of spare parts and monthly maintenance of machine)
		*copier/printer/scanner/fax
		*mono/color
		*2 tray module
		*CPU 1.3GHz
		*Memory 2GB
		*HDD 320GB
		*smart operation panel
		*2 sided copying/printing
		*electronic sorter
		*network printer/scanner
		*color scanning
		*mobile printing/scanning
		*standard USB/SD
		*scan to email/folder
		Inclusions:
		*Monthly Rental
		*Charges for printing per sheet
		-A4 (B&W, colored)
		-Legal size (B&W, colored)
		-A3 (B&W, colored)
		-Copier Machine Cabinet

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, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : [slsuprocurement@slsu.edu.ph](mailto: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

Printed Name/Signature/Date