



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

**REQUEST FOR QUOTATION**

**OFFICE SUPPLIES IN PREPARATION FOR UPCOMING SY 2024-2025 (SAP)**

**Purchase Request No. 2024-09-1818**

**Approved Budget for the Contract: P=282,000.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies in Preparation for Upcoming SY 2024-2025 (SAP)** to apply the sum of **Two Hundred Eighty Two Thousand Pesos Only (P= 282,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
300	box	Whiteboard Marker Black 12's/box
300	box	Whiteboard Marker Blue 12's/box
1000	pcs	Whiteboard Eraser good quality
300	box	Paper Clip Big
300	box	Paper Clip Small
1000	box	Scotch Tape 1" White Transparent 50M
500	pcs	Signpen Gel Pen 0.5 Black G2 05
500	pcs	Signpen Gel Pen 0.5 Blue G2 05
500	pcs	Scotch Tape 1" White Transparent
500	pcs	Correction Tape

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 : [slsuprourement@slsu.edu.ph](mailto:slsuprourement@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**  
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Southern Luzon State University  
Lucban, Quezon  
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