

## 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: P282,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of <u>Office Supplies in Preparation for Upcoming SY 2024-2025 (SAP)</u> to apply the sum of <u>Two Hundred Eighty Two Thousand Pesos Only #282,000.00</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, 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: 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 CZABELLA
Head, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519



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|  | nd-User:   |  | Supply and Property Office  | Date:  |                                  |  |  |  |  |  |  |
| ADDRE  | ANY NAM  |  |   | PR No.:  | 2024-09-1818                     |  |  |  |  |  |  |
| ALCOHOLD STREET  | ESS :  |  |   | TIM No.  |                                  |  |  |  |  |  |  |
|  | Om ret.  |  |   | TIN No.:   |                                  |  |  |  |  |  |  |
| later than _   | Please o   | quote your k   | lowest price on the item(s) listed below, subject to the Terms & Conditions state<br>of in the return envelope attached herewith to the P         | ed below and submit your quotation duly signated below and submit your quotation duly signated below and submit your procurement office. | ed by your representative not    |  |  |  |  |  |  |
| 1. All er<br>2. Deliv<br>Adminis<br>delivery<br>3. Warr<br>(1) one y<br>4. Price<br>5. Supp<br>Certifica<br>Procurer<br>6. Bidde<br>7. Pleas | and CONDITION TO STATE THE STATE THE STATE THE STATE THE STATE STATE THE STATE STATE THE STATE S | trions  be typewriti within enalties to Se alid reason. be for a mini uipment fror all be for a p red to submit Mayor'sPerm e upon subm bmit comple the brand fo | tten or legibility writtenupon conforme of the approved Purchase Order (P.O). iec. 69 of the Revised IRR-RA 1984 shall be imposed for non-        | MARIDEL C. ZABELLA<br>Head, Procurement Office   |                                  |  |  |  |  |  |  |
| Item #   | Qty.   | Unit   | ITEM/S DESCRIPTION  | Unit Price   | Total Cost                       |  |  |  |  |  |  |
|  | 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  |  |                                  |  |  |  |  |  |  |
|  | 1000   | box  | Paper Clip Small 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   |  |                                  |  |  |  |  |  |  |
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| Source of<br>Delivery<br>After having<br>It means that   | / Period:  | ed & accepte<br>the Terms &  | RF MOOE  ed your Genaral Conditions, We quote you on the item(s) at prices note above. If the sp Conditions specified by SLSU Procurement Office. | Warranty: Price Validity: pace of providec on the Delivery Period, Warranty  | & Price Validity are left blank, |  |  |  |  |  |  |
|  |  |  |   | Printed Name/Signature/Date  |                                  |  |  |  |  |  |  |
| AFA-PRC-   | -1.02 F2, R  | REV. 4   |   | Printed Name/Signature/Date  |                                  |  |  |  |  |  |  |