Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE 365 EDUCATION (MIS)

Purchase Request No. 2024-04-0990
Approved Budget for the Contract: ₱ 100,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office 365 Education (MIS)** to apply the sum of **One Hundred Thousand Pesos Only (₱ 100,000.00) inclusive of VAT,** being the **Approved Budget for the Contract (ABC),** details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Office 365 Education for multiple user including Word, Excel, Powerpoint, OneNote, and now Microsoft Teams, plus additional classroom tools, Subscription base Desktop versions of Word, Excel, Powerpoint and Outlook 1 TB of cloud storage per user Anytime phone and web support (20-30 users)
		1 year subscription

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 : 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:	**MIS**	**Date:**	
COMPANY NAME:		**PR No.:**	**2024-04-0990**
ADDRESS :			
TEL. NO./FAX NO. :		**TIN No.:**	

Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than _____ of _____ in the return envelope attached herewith to the Procurement office.

TERMS and CONDITIONS
1. *All entries must be typewritten or legibility written.*
2. *Delivery period within _____ upon conforme of the approved Purchase Order (P.O). Administratitive penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.*
3. *Warranty shall be for a minimum of three (3) months for Supplies & Materials; (1) one year for Equipment from date of acceptance by the end-user.*
4. *Price validity shall be for a period of sixty (60) calendar days.*
5. *Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Certificate of Tax, Mayor'sPermit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.*
6. *Bidders shall submit complete specifications showing products certification, if applicable.*
7. *Please indicate the brand for each items being offered.*
8. *The Approved budget celling for this procurement is PHP 100,000.00 .*

MARIDEL C. ZABELLA
Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	lot	Office 365 Education for multiple user including Word, Excel, Powerpoint, OneNote, and now Microsoft Teams, plus additional classroom tools, Subscription base Desktop versions of Word, Excel, Powerpoint and Outlook 1 TB of cloud storage per user Anytime phone and web support (20-30 users)		
			1 year subscription		

Source of Fund: **PRE STF**
Delivery Period:

Warranty:
Price Validity:

After having carefully need & accepted your Genaral Conditions, We quote you on the item(s) at prices note above. If the space of providec 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