

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon

REQUEST FOR QUOTATION

PROMOTIONAL MATERIALS (ORS)

Purchase Request No. 2024-11-2219
Approved Budget for the Contract: # 68,185.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of Promotional Materials (ORS) to apply the sum of 68,185.00) inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	
155	pcs	Tote Bag	
400	pcs	ID Lace/Lanyard	
400	pcs	ID Card Holder/Case	
130	pcs	Mousepad	
		*see attached document for specifications	

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, Progurement Office Southern Luzon State University Lucban, Quezon Tel. No.: (042)540-6519



Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon

REQUEST FOR QUOTATION

	End-User:		Research Services	Date:		
	PANY NAM			PR No.:	2024-11-2219	
ADDR	RESS :					
I hamar ,	IQAI POCI	10		TIN No.:		
TERMS	5 and CONDI	ITIONS	owest price on the item(s) listed below, subject to the Terms & Conditions state in the return envelope attached herewith to the Procur	ed below and submit your quotation duly sig trement office.	ned by your representative not late	
1. All de 2. Deli Admini deliver 3. Wai (1) one 4. Pric 5. Sup Certific Procure 6. Bida 7. Plea 8. The	entries must livery period vistratitive per y without va y wanty shall le e year for Equ e validity sha ppliers require cate of Tax, A rement Office ders shall sub ase Indicate to Approved bu	t be typewrit within_ enalties to S alid reason be for a min pulpment fro pull be for a j red to submi Mayor'sPerr e upon subm bmit comple the brand f pudget cellin	itten or legiblity writtenupon conforme of the approved Purchase Order (P.O). Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non- n. nimum of three (3) months for Supplies & Materials; om date of acceptance by the end-user. period of sixty (60) calendar days. ilt updated documents yearly such as G-EPS Resgistration, mit, DTI, Bank Name/Account and Branch for evaluation of the mission of the quotation. lete specifications showing products certification, if applicable, for each Items being offered, ing for this procurement isPHP 68,185.00	MARIDEL C. ZABELLA Director, Procurement Office		
Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit F	Price Total Cost	
	155	pcs	Tote Bag			
	400	pcs	ID Lace/Lanyard			
	130	pcs	ID Card Holder/Case			
	150	pcs	Mousepad			
		-	*see attached document for specifications			
			see attached document for specifications			
Source of Delivery After having neans that I	Period:	ed & accepte e Terms & Co	ed your Genaral Conditions, We quote you on the item(s) at prices note above. If the anditions specified by SLSU Procurement Office.	Warranty: Price Validi space of providec on the Delivery Period, Worr		
				Printed Name/Signature/Da	ate	
FA-PRC-	1.02 F2, RI	EV. 4				

REFERENCE FOR CANVASS OF PROMOTIONAL MATERIALS

PROPOSED BUDGET: 23,250.00

1. TOTE BAG

Specifications:

a. Height: 14 inb. Length: 12 in

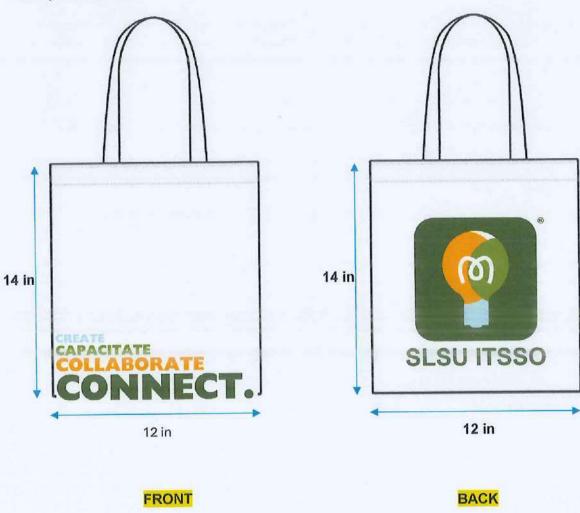
c. Material: White Natural Cotton Canvas

d. Type of Print: Screen Printing

e. Quantity: 150 pcs

f. Layout Design: access this link: https://shorturl.at/mjv7b

Sample Mock Up



REFERENCE FOR CANVASS OF PROMOTIONAL MATERIALS

PROPOSED BUDGET: 32,000.00

2. ID LACE/LANYARD

Specifications:

a. Width: %inch or 10mm

b. Length: between 80-96cm

c. Material: Fine Polyester Satin Finishd. Type of Print: Full Color Sublimation

e. Layout Design: access this link: https://bit.ly/ITSSO-Printing-ID-Lace

f. Lace/Lanyard Inclusion: w/ black buckle and g hook

g. Quantity:

i. 100 pcs orange

ii. 100 pcs blue

iii. 100 pcs light green

iv. 100 pcs white

3. ID CARD HOLDER/CASE

Specifications:

a. Case Type: Ziplock Softcase

b. Orientation: Landscape/Horizontal

c. Dimensions:

Width: 115mm Height: 92mm

d. Color: Transparent

e. Quantity: 400 pcs

REFERENCE FOR CANVASS OF PROMOTIONAL MATERIALS

PROPOSED BUDGET: 12,935.00

4. MOUSEPAD

Specifications:

a. Material: 100% Polyester | ANTI-SLIP BASE

b. Orientation: Landscape

c. Dimensions: Width: 230 mm Height: 200 mm Thickness: 2 mm

d. Color: Black

e. Quantity: 130 pcs

f. Layout Design: access this link: https://shorturl.at/hGkSr

FOR CONCERNS RELATED TO THE PRINTING OF THESE MATERIALS, PLEASE REFER TO THE FOLLOWING CONTACT INFORMATION:

MR. GIEHWAY R. LIWANAG

Science Research Assistant, Innovation and Technology Support Services Office 0995 865 5167 itsso@slsu.edu.ph