



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 **Sixty-Eight Thousand and One Hundred Eighty-Five Pesos Only (₱ 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 : 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
Head, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519

REFERENCE FOR CANVASS OF PROMOTIONAL MATERIALS

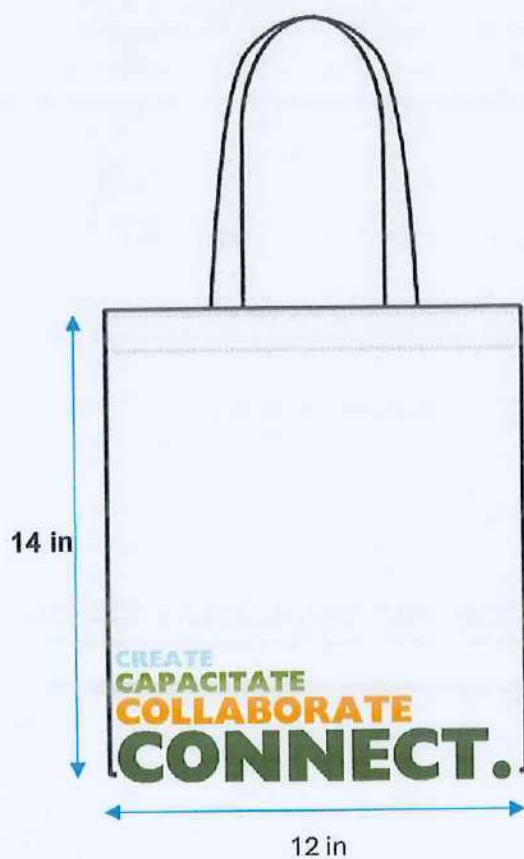
PROPOSED BUDGET: 23,250.00

1. TOTE BAG

Specifications:

- a. **Height:** 14 in
- b. **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



FRONT



BACK

REFERENCE FOR CANVASS OF PROMOTIONAL MATERIALS

PROPOSED BUDGET: 32,000.00

2. ID LACE/LANYARD

Specifications:

- a. **Width:** 3/8 inch or 10mm
- b. **Length:** between 80-96cm
- c. **Material:** Fine Polyester Satin Finish
- d. **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

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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
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itsso@slsu.edu.ph