



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



**REQUEST FOR QUOTATION**

**OFFICE SUPPLIES (SAP)**

**Purchase Request No. 2025-02-0399**

**Approved Budget for the Contract: ₱ 716,130.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies (SAP)** to apply the sum of **Seven Hundred Sixteen Thousand and One Hundred Thirteen Pesos Only (₱ 716,130.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
200	box	CLIP BACK FOLD 2"
200	box	CLIP BACK FOLD 1"
400	pcs	FILE BOX 5x15.5" BLACK&GREEN
200	box	PERMANENT MARKER BLACK 12'S/BOX
300	roll	MASKING TAPE 1"
300	roll	MASKING TAPE 2"
100	roll	DOUBLE SIDED TAPE 1"
100	box	BOND PAPER A4 5RM/BOX 70GSM
100	box	BOND PAPER LEGAL 5RM/BOX 70GSM
50	box	RUBBER BAND BIG
200	box	INDEX TAB SELF ADHESIVE (CLEAR) 5 PACK/BOX
200	bot	GLUE CLEAR 147ML
200	box	FASTENER PLASTIC 50/BOX
200	box	FASTENER METAL 50/BOX
200	box	PUSH PIN 100/BOX
500	pcs	ENERGEL BLACK QUICK DRYING LIQUID GEL PEN 1.0mm
500	pcs	ENERGEL BLUE QUICK DRYING LIQUID GEL PEN 1.0mm
500	pcs	SIGN PEN, EXTRA FINE TIP, BLACK 0.5mm
500	pcs	SIGN PEN, EXTRA FINE TIP, BLUE 0.5mm
200	box	STAPLE WIRE #35
1000	pcs	EXPANDABLE FOLDER PRESSBOARD LONG GREEN
200	pcs	ARCH FILE FOLDER GREEN 3"
30	pcs	FILE TRAY BLACK METAL 3 LAYERS BLACK

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 : [slsuprocedurement@slsu.edu.ph](mailto:slsuprocedurement@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**  
Director, Procurement Office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519



