

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES (RESEARCH)

Purchase Request No. 2025-04-1238
Approved Budget for the Contract: # 86,027.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of Office Supplies (Research) to apply the sum of Eighty-Six Thousand and Twenty-Seven Pesos Only 42 86,027.00 inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	
5	pcs	Stand File Box - Single 9.5"H x 4.5"W	
5	pcs	Long Document Box File Folder Organizer storage box Green	
24	box	A4 Bond Paper	
15	box	Short Bond Paper	
10	box	Long Bond Paper	
5	box	Sign pen (0.5) Blue	
5	box	Permanent marker 12pcs/box (Fine)	
6	box	Sign pen 0.5mm (black) 12pcs/box	
3	box	Pencil w/ eraser no. 2 XL 12pcs/box	
5	box	Correction tape Refill 5mmx6m 10pcs/box	
30	pcs	Expanding Envelope Long, Green	
50	pcs	Pressboard Folder Long, Green	
5	pcs	Stapler (black) no.405 for staple wire 26/6	
10	box	Staple wire 26/6	
10	box	Paper Clips Vinyl coated 33mm	
10	pcs	Scissors Stainless Steel blade	
5	pcs	Double Hole Puncher 8cm	
15	pcs	Clear tape 1/2in.	
15	pcs	Clear tape 3/4in.	
5	pcs	Scotch tape dispenser for small & big roll 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, 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
Director, Procurement 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

	nd-User:		Research Services	Date:	
	ANY NAM		PR No.:	2025-04-1238	
ADDRE					
TEL. N	IO./FAX N	10. :		TIN No.:	
1. All er 2. Deliv Adminis	and CONDIT ntries must very period v stratitive per	ITIONS t be typewriti within	lowest price on the item(s) listed below, subject to the Terms & Conditions st of	itated below and submit your quotation duly si ie Procurement office.	gned by your representative not
3. Warr (1) one y 4. Price 5. Supp, Certifica Procures 6. Bidde 7. Pleas 8. The A	ranty shall byear for Equiper validity sha bliers require ate of Tax, Nament Office lers shall subsections in the second subsection of the second	be for a mini juipment from all be for a p red to submit Mayor'sPern e upon subm ibmit comple the brand fo pudget celling	nimum of three (3) months for Supplies & Materials; am date of acceptance by the end-user. period of sixty (60) calendar days. it updated documents yearly such as G-EPS Resgistration, mit, DTI, Bank Name/Account and Branch for evaluation of the mitslon of the quotation. lete specifications showing products certification, if applicable. for each items being offered. In a physical products of the procurement is PHP 86,027.00	MARIDEL C. ZABE Director, Procuremen	nt Office
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Delivery After having	ng carefully ne	eed & accepto the Terms &	DOST PCAARRD ted your Genaral Conditions, We quote you on the item(s) at prices note above. If the conditions specified by SLSU Procurement Office.	Warranty: Price Validity: he space of providec on the Delivery Period, Warran	
				Printed Name/Signature/Dat	
AEA DEC	-1 02 F2 F	DEV. A		Printed Name/Signature/Dat	e