



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 (₱ 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 : 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.


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