

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



#### **REQUEST FOR QUOTATION**

#### OFFICE SUPPLIES FOR PRINTSHOP (BAO)

Purchase Request No. 2025-05-1418
Approved Budget for the Contract: £71,500.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of Office Supplies for Printshop (BAO) to apply the sum of Seventy-One Thousand and Five Hundred Pesos Only #2 71,500.00 inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	
100	ream	Bond Paper Legal	
50	ream	Bond Paper A4	
2	ream	Parchment ream (250 sheet/ream)	
500	pcs	Sticker Paper (24 x 36)	
1	pcs	Cricut Mat 12 x 12 set	

 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: 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



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## REQUEST FOR QUOTATION

Office/End-User:	vi	BAO	Date:		
COMPANY NAM	AE:		PR No.:	2025-05-1418	
ADDRESS :					
TEL. NO./FAX N	10. :		TIN No.:		
ater than		lowest price on the item(s) listed below, subject to the Terms & Conditions stage of in the return envelope attached herewith to the	aled below and submit your quotation duly sig Procurement office.	ned by your representative no	
2. Delivery period Administratitive per delivery without var 3. Warranty shall I (1) one year for Equ 4. Price validity shall 5. Suppliers require Certificate of Tax, II Procurement Office 6. Bidders shall sul 7. Please indicate I 8. The Approved by	be typewrit within malties to So did reason. be for a min uipment fro all be for a p ed to submit Mayor'sPerm to upon submit tomple the brand fo	tten or legibility writtenupon conforme of the approved Purchase Order (P.O). ec. 69 of the Revised IRR-RA 1984 shall be imposed for non- imum of three (3) months for Supplies & Materials; m date of acceptance by the end-user. period of sixty (60) calendar days. t updated documents yearly such as G-EPS Resgistration, mit, DTI, Bank Name/Account and Branch for evaluation of the mission of the quotation. ete specifications showing products certification, if applicable. for each items being offered. g for this procurement isPHP 71,500.00	MARIDEL C. ZABELLA Director, Procurement Office		
Item# Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost	
100	ream	Bond Paper Legal			
50	ream	Bond Paper A4			
500	ream	Parchment ream (250 sheet/ream)			
1	pcs	Sticker Paper (24 x 36) Cricut Mat 12 x 12 set			
-	pcs	Cricut Mat 12 x 12 Set			
		IGP BAO  ed your Genaral Conditions, We quote you on the item(s) at prices note above. If the Conditions specified by SLSU Pracurement Office.	Warranty: Price Validity: space of providec on the Delivery Period, Warrant	y & Price Volidity are left blank,	
FA-PRC-1.02 F2, R	FV. A		Printed Name/Signature/Date		