

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR 3RD QUARTER (SAP)

Purchase Request No. 2025-07-1848
Approved Budget for the Contract: £ 529,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of <u>Office Supplies for 3rd Quarter (SAP)</u> to apply the sum of <u>Five Hundred Twenty-Nine Thousand Pesos Only (£ 529,000.00)</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	
100	pcs	FILE BOX 5 x 15.5" BLACK & GREEN	
100	box	WHITEBOARD MARKER BLACK 12'S/BOX	
100	box	WHITEBOARD MARKER BLUE 12'S/BOX	
100	box	WHITEBOARD MARKER RED 12'S/BOX	
100	box	DUSTLESS CHALK	
500	Pcs	CORRUGATED BOX (10.25" X 12.5" X 15.75")	
50	box	BOND PAPER LETTER 5RM/BOX 80GSM	
200	box	OFFICIAL RECORD BOOK 8.5 in. x 11in.	
50	box	SHARPENER HEAVY DUTY MATRIX (ROLLING)	
100	ream	PVC COVER CLEAR	
500	pcs	SIGN PEN, G2, black 0.7mm	
500	pcs	SIGN PEN, G2, blue 0.7mm	
100	pcs	SIGN PEN, G2, red 0.7mm	
100	pcs	SIGN PEN, G2, green 0.5mm	
200	pcs	ARCH FILE FOLDER GREEN 3" VERTICAL	
200	pcs	SCISSORS STAINLESS HEAVY DUTY BLACK	
50	ream	MOROCCO BOARD BLUE/LETTER	
300	pcs	HIGH TECHPOINT V7 0.7 RETRACTABLE SIGNPEN	
30	pcs	HEAVY DUTY PADLOCK BRASS	

1. The quotation-n 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



AFA-PRC-1.02 F2, REV. 4

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



REQUEST FOR QUOTATION

Office/E	nd-User:		Supply and Property Office	Date:		
	ANY NAM		PR No.:	2025-07-1848		
ADDRE	ESS :			CONTROL CONTRO	MONO 0	
TEL. N	IO./FAX N	10. :		TIN No.:		
later than _	Please o	quote your le	lowest price on the item(s) listed below, subject to the Terms & Conditions st ofin the return envelope attached herewith to the	tated below and submit your quotation duly Procurement office.	signed by your representative not	
1. All et 2. Deliv Adminis delivery 3. Warr (1) one 4. Price 5. Supp Certifica Procure 6. Bidde 7. Pleas 8. The A	very period v stratitive per y without var ranty shall b year for Equ e validity sha bliers require ate of Tax, N ement Office lers shall sub se indicate t Approved bu	be typewrit within	itten or legibility written. upon conforme of the approved Purchase Order (P.O). Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non- himum 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 mission of the quotation. ete specifications showing products certification, if applicable. for each items being offered. fig for this procurement isPHP 529,000.00	MARIDEL C. ZABELLA Director, Procurement Office		
Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Pr	rice Total Cost	
	100	pcs	FILE BOX 5 x 15.5" BLACK & GREEN			
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	30	pcs	HEAVY DUTY PADLOCK BRASS			
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Source of Fund: RF MOOE Delivery Period:				Warranty: Price Validity:		
			ted your Genaral Conditions, We quote you on the Item(s) at prices note above. If the Conditions specified by SLSU Procurement Office.	space of providec on the Delivery Period, Ward	anty & Price Validity are left blank,	
				Printed Name/Signature/Di		