



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 **Office Supplies for 3rd Quarter (SAP)** to apply the sum of **Five Hundred Twenty-Nine Thousand Pesos Only (₱ 529,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, 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 : 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
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Southern Luzon State University
Lucban, Quezon
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