

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR 4TH QUARTER FY 2025 (SAP)

Purchase Request No. 2025-08-2243
Approved Budget for the Contract: £ 346,000.00

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 4th Quarter FY 2025 (SAP)</u> to apply the sum of <u>Three Hundred Forty-Six Thousand Pesos Only (⊉ 346,000.00)</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	
200	box	OFFICIAL RECORD BOOK 8.5 IN X 11 IN. 500 PAGES	
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"	
200	pcs	SCISSORS STAINLESS HEAVY DUTY BLACK	
1000	pcs	CORRECTION TAPE LARGE 30M HEAVY DUTY	

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



Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



REQUEST FOR QUOTATION

Office/Er	nd-User:		Supply and Property Office	Date:				
COMP	MAN YMA	E:	PR No.:	2025-08-2243				
ADDRESS :								
TEL. NO./FAX NO.:								
later than _	Please q	uote your lo	owest price on the item(s) listed below, subject to the Terms & Conditions st of in the return envelope attached herewith to the	ated below and submit your quotation duly sig Procurement office.	ned by your representative not			
1. All et 2. Deliv Adminis delivery 3. Warr (1) one 4. Price 5. Supp Certifica Focure 6. Bidd. 7. Pleas	and CONDIT ntries must l ery period w tratitive per without val ranty shall b year for Equ validity sha liers require rate of Tax, M ment Office ers shall sub se indicate ti	nons be typewritt within nalties to Se id reason. e for a mini ipment fron Il be for a p d to submit doyor'sPerm upon subm mit complei he brand for	ten or legibility writtenupon conforme of the approved Purchase Order (P.O). cc. 69 of the Revised IRR-RA 1984 shall be imposed for non- imum of three (3) months for Supplies & Materials; in date of acceptance by the end-user. eriod of sixty (60) calendar days. updated documents yearly such as G-EPS Resgistration, alt, DTI, Bank Name/Account and Branch for evaluation of the ission of the quotation. te specifications showing products certification, if applicable. or each items being offered. or for this procurement isPHP 346,000.00	MARIDEL C. ZABELLA Director, Procurement Office				
Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost			
	200	box	OFFICIAL RECORD BOOK 8.5 IN X 11 IN. 500 PAGES					
	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"					
	200	10000	SCISSORS STAINLESS HEAVY DUTY BLACK					
	1000	pcs	CORRECTION TAPE LARGE 30M HEAVY DUTY					
	1000	pcs	CORRECTION TAPE LANGE SOW HEAVY DOTY					
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		- 1						
Source of Fund: RF MOOE Warranty: Delivery Period: Price Validity: After having carefully need & accepted your Genaral Conditions, We quote you on the item(s) at prices note above. If the space of providec on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.								
the control of the forms of continuous specifically size in continuous control of the control of								
Printed Name/Signature/Date								
AFA-PRC-1.02 F2, REV. 4								