



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



**REQUEST FOR QUOTATION**

**OFFICE SUPPLIES FOR 4<sup>TH</sup> 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 **Office Supplies for 4<sup>th</sup> Quarter FY 2025 (SAP)** to apply the sum of **Three Hundred Forty-Six Thousand Pesos Only (₱ 346,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, 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, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : [slsuprocedurement@slsu.edu.ph](mailto: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**  
Director, Procurement Office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519

