



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR CATANAUAN CAMPUS (CATANAUAN)

Purchase Request No. 2025-10-2528

Approved Budget for the Contract: ₱ 83,625.00

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 Catanauan Campus (Catanauan)** to apply the sum of **Eighty-Three Thousand and Six Hundred Twenty-Five Pesos Only (₱83,625.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
25	box	Bond Paper A4
25	box	Bond Paper Long
10	bundle	File Box
50	pcs	Arch File
10	pcs	Desk File Organizer w/ Durable Construction
10	pcs	Stand Rack Office Desktop File Storage
50	pcs	Metal Ring Clips for Bulletin Board size: A4, 29.5cm, 4 rings
50	pcs	Metal Ring Clips for Bulletin Board size: A5, 22.5cm, 6 rings
		*TO BE DELIVERED TO SLSU CATANAUAN

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
Director, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519

ITEM	DESCRIPTION
	Bond Paper Specifications: Size: A4 / Long GSM: 70gsm 5 Reams per box
	File Box Specifications: Dimension (L x W x H): 15 inches x 9.5 inches x 4.5 inches
	Arch File Specifications: Size: Long 3"
	Desk File Organizer with Durable Construction Specifications: Material: Metal Layers: 4 layers
	Stand Rack Office Desktop File Storage Specifications: Material: Metal Slots: 4 slots Dimension (L x W x H): 35cm,8cm,28cm
	Metal Ring Clips for Bulletin Board Specifications: Size: A4 (29.5cm) / A5 (22.5cm) 4 rings for A4 / 6 rings for A5