

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 <u>Office Supplies for Catanauan Campus</u> (<u>Catanauan</u>) to apply the sum of <u>Eighty-Three Thousand and Six Hundred Twenty-Five Pesos Only (<u>P83,625.00</u>) inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, details as follows:</u>

| 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: 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



SLSU Catanauan

Office/End-User:

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



Date:

REQUEST FOR QUOTATION

| | ANY NAN | IE: | | Р | R No.: 2025 | -10-2528 |
|---|---|---|---|--|------------------------|-----------------------------|
| ADDRE | SS : | ıo · | | | IN No. | |
| I LL IN | O.IFAX N | 0 | | 1 | IN No.: | |
| ater than _ | Please o | quote your lo | owest price on the item(s) listed below, subject to the Terms & Conditions of in the return envelope attached herewith to the in the return envelope attached herewith the | stated below and submit your quee Procurement office. | otation duly signed by | your representative not |
| 1. All et 2. Deliv Adminis delivery 3. Warn (1) one 4. Price 5. Supp Certifica Procure 6. Bidda 7. Pleas | ery period value per without value per without value per value per for Equi- validity should the of Tax, Nament Office ers shall sub- se indicate to | be typewritt within nalties to Se lid reason. le for a mini ulpment from li be for a p ed to submit dayor'sPerm a upon subm limit comple the brand for lidget celling | | RIDEL C. ZABELLA or, Procurement Office Unit Price Total Cost | | |
| | 25 | box | Bond Paper A4 | | OHILT HOD | Total Gost |
| | 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 | THE RESERVE THE PARTY OF THE PA | | |
| | 50 | pcs | Metal Ring Clips for Bulletin Board size: A5, 22.5cm, 6 | rings | | |
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| | | | *TO BE DELIVERED TO SLSU CATANAUAN | | | |
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| Source | of Fund: | - | LGU FUND - CATANAUAN | W | /arranty: | |
| Delivery | | | 30 DAYS | | rice Validity: | |
| | | eed & accepte | d your Genaral Conditions, We quote you on the item(s) at prices note above. If the | | | ce Validity are left blank. |
| | | | Conditions specified by SLSU Procurement Office. | | | |
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| | | | | | 2000 0 - 2000 10 000 | |
| AEA DDC | 1.02 F2, F | DEV/ A | | Printed Name/Sig | nature/Date | |
| ILW-LKC- | I.UZ TZ, I | NEV. 4 | | | | |



PURCHASE REQUEST



| ITEM | DESCRIPTION |
|--------------------|--|
| | Bond Paper |
| Marie Marie | |
| | Specifications: |
| | Size: A4 / Long |
| Coons | GSM: 70gsm |
| H | 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: |
| oc . | Size: Long |
| - D | 3" |
| 0 | |
| | |
| | Desk File Organizer with Durable Construction |
| α | |
| | 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 |
| 40 | Metal Ring Clips for Bulletin Board |
| 8 | |
| San San San Street | Specifications: |
| 0 | Size: A4 (29.5cm) / A5 (22.5cm) |
| 0 | 4 rings for A4 / 6 rings for A5 |
| 3,500 | |
| | |