



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



**REQUEST FOR QUOTATION**

**HOTEL AMENITIES AND CLEANING SUPPLIES (BAO)**

**Purchase Request No. 2025-09-2424**

**Approved Budget for the Contract: ₱ 138,700.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Hotel Amenities and Cleaning Supplies (BAO)** to apply the sum of **One Hundred Thirty-Eight Thousand and Seven Hundred Pesos Only (₱ 138,700.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:


Qty.	Unit	ITEM/S DESCRIPTION
		<b>Cleaning Supply</b>
15	gal	Liquid Hand Soap (Gal)
24	pcs	Scouring Pad w/ foam
50	roll	Trash Bag XXL
50	roll	Trash Bag L
10	set	Pail and Dipper Set
20	gal	Bleach Chlorine (1 gal)
24	gal	Disinfectant Bleach
50	gal	Dishwashing Liquid 1 gal
75	bot	Dishwashing Liquid 250ml
24	pcs	Bath Matte Towel (70x140cm) 100% absorbent cotton (spa/hotel quality, white) 500grams/pc
6	pcs	Broom soft (Tambo)
50	kl	Laundry Powder 1kl
100	sachet	Laundry Powder (Twin pack)
50	bot	Disinfectant Spray 400G
10	bot	Glass Cleaner 500ml
4	pcs	Dust Pan, non-rigid plastic w/ detachable handle
10	bot	Furniture Polisher 250G (330ml)
10	bot	Insecticide 600ml
5	set	Tornado Mop
5	pcs	Tornado Mop Refill
70	bot	Alcohol 500ml
		<b>Hotel Amenities</b>

135	set	Good Morning Kit (Toothbrush, toothpaste, shampoo, conditioner)
38	pack	Bath Tissue (2 ply - 12pcs/pack)
24	bot	Room Linen Spray 500ml

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 : [slsuprourement@slsu.edu.ph](mailto:slsuprourement@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





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**REQUEST FOR QUOTATION**

Office/End-User:	BAO	Date:	
COMPANY NAME:		PR No.:	2025-09-2424
ADDRESS :			
TEL. NO./FAX NO. :		TIN No.:	

Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than \_\_\_\_\_ of \_\_\_\_\_ in the return envelope attached herewith to the Procurement office.

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibility written.
2. Delivery period within \_\_\_\_\_ upon conforme of the approved Purchase Order (P.O).  
Administrative penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for Supplies & Materials;  
(1) one year for Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Suppliers required to submit updated documents yearly such as G-EPIS Registration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
6. Bidders shall submit complete specifications showing products certification, if applicable.
7. Please indicate the brand for each items being offered.
8. The Approved budget ceiling for this procurement is PHP 138,700.00.

**MARIDEL C. ZABELLA**  
Director, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
			<b>Cleaning Supply</b>		
	15	gal	Liquid Hand Soap (Gal)		
	24	pcs	Scouring Pad w/ foam		
	50	roll	Trash Bag XXL		
	50	roll	Trash Bag L		
	10	set	Pail and Dipper Set		
	20	gal	Bleach Chlorine (1 gal)		
	24	gal	Disinfectant Bleach		
	50	gal	Dishwashing Liquid 1 gal		
	75	bot	Dishwashing Liquid 250ml		
	24	pcs	Bath Matte Towel (70x140cm) 100% absorbent cotton (spa/hotel quality, white) 500grams/pc		
	6	pcs	Broom soft (Tambo)		
	50	kl	Laundry Powder 1kl		
	100	sachet	Laundry Powder (Twin pack)		
	50	bot	Disinfectant Spray 400G		
	10	bot	Glass Cleaner 500ml		
	4	pcs	Dust Pan, non-rigid plastic w/ detachable handle		
	10	bot	Furniture Polisher 250G (330ml)		
	10	bot	Insecticide 600ml		
	5	set	Tornado Mop		
	5	pcs	Tornado Mop Refill		
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			<b>Hotel Amenities</b>		
	135	set	Good Morning Kit (Toothbrush, toothpaste, shampoo, conditioner)		
	38	pack	Bath Tissue (2 ply - 12pcs/pack)		
	24	bot	Room Linen Spray 500ml		

Source of Fund: **IGP BAO**  
Delivery Period: **30 DAYS**

Warranty:  
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.

Printed Name/Signature/Date