

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES (CAM)

Purchase Request No. 2025-10-2691
Approved Budget for the Contract: £ 122,800.00

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 (CAM)</u> to apply the sum of <u>One Hundred Twenty-Two Thousand and Eight Hundred Pesos Only #2 122,800.00)</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, details as follows:

Qty. Unit ITEM/S DESCRIPTION		ITEM/S DESCRIPTION	
10	box	Bond paper - Long	
50	pcs	Arch File - Long, blue, 3 inch	
50	pcs	Arch File - Long, blue, 2 inch	
10	pack	Specialty Board Paper - Long, white, 9gsm 25pcs/pack	
15	roll	Double sided tape 3/4"	
5	pack	Highlighter - 1 color per pack (3 packs yellow, 2 packs green)	
5	box	PVC Cover - Long	
5	ream	Colored paper - Long, pink	
5	box	Paper letter tab - pink/green	
5	box	Paper number tab	
10	box	Photocopier toner (black) (Canon - image class MF643CDW)	

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/End-User: CAM Date:							
COMP	ANY NAN	IE:	PR No.:	2025-10-2691			
ADDRE							
TEL. N	O./FAX N	0. :		TIN No.:			
later than _	Please	quote your lo	owest price on the item(s) listed below, subject to the Terms & Conditions s of in the return envelope attached herewith to th	tated below and submit your quotation duly s e Procurement office.	igned by your representative not		
TERMS	and CONDI	TIONS	ten or legibility written.				
2. Deliv	erv period v	be typewritt vithin					
Adminis	tratitive pe	nalties to Se					
		lid reason. ne for a mini					
(1) one	year for Equ	ipment from	MARIDEL C. ZABI	ARIDEL C. ZABELLA tor, Procurement Office			
		all be for a p					
Certifica	ite of Tax, N	Aayor'sPern	updated documents yearly such as G-EPS Resgistration, nit, DTI, Bank Name/Account and Branch for evaluation of the				
			ission of the quotation. te specifications showing products certification, if applicable.				
7. Pleas	se indicate t	he brand for	r each items being offered.				
8. The A	Approved bu	idget celling	g for this procurement is <u>PHP 122,800.00</u> .				
Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Pri	ce Total Cost		
	10	box	Bond paper - Long				
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	50 pcs Arch File - Long, blue, 2 inch						
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	5	box	Paper letter tab - pink/green				
	5 box Paper number tab						
	10	box	Photocopier toner (black) (Canon - image class MF643	CDW)			
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				110			
Source of Fund:			PRE CAM Warranty:				
	g carefully ne		30 DAYS ed your Genaral Conditions, We quote you on the item(s) at prices note above. If the Conditions specified by SLSU Procurement Office.	Price Validity e space of providec on the Delivery Period, Warra			
AEA DDC		N 811 4 - 1		Printed Name/Signature/Da	te		