

Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES (SSCF)

Purchase Request No. 2025-10-2765 Approved Budget for the Contract: # 86,132.66

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 (SSCF)</u> to apply the sum of <u>Eighty-Six Thousand One Hundred Thirty-Two Pesos and Sixty-Six Centavos Only (£ 86,132.66)</u> inclusive of VAT, being the <u>Approved Budget for the Contract (ABC)</u>, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION			
15	box	Bond Paper (Folio / 500 sheets)			
10	box	Bond Paper (A4 / 500 sheets)			
15	pcs	Stapler (No. 35 / green)			
10	pcs	Heavy Duty Puncher			
15	box	Staple Wire (No. 35)			
16	box	Permanent Marker (12pcs/black)			
16	box	Permanent Marker (12pcs/blue)			
16	box	Whiteboard Marker (10pcs/black)			
16	box	Whiteboard Marker (10pcs/blue)			
20	box	Roller Pen (12pcs/black)			
20	box	Roller Pen (12pcs/blue)			
16	pcs	HDMI Cable (15M)			
16	pcs	Heavy Duty Stainless Scissors			
16	pcs	Extension Cord Wire (4 sockets) 20 meter			

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/E	nd-User:		OSAS - SSCF		Date:					
COMPANY NAME:					PR No.:	2025-10-2765				
ADDR	ESS :									
TEL. NO./FAX 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 ofin the return envelope attached herewith to the Procurement office.										
TERMS and CONDITIONS										
All entries must be typewritten or legibility written. Delivery period within upon conforme of the approved Purchase Order (P.O).										
Administratitive 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. MARI						IDEL C. ZABELLA				
5. Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Director						r, Procurement Office				
			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 fo	r each items being offered.							
8. The	Approved bu	idget celling	for this procurement is <u>PHP 86,132.66</u> .							
Item #	Qty.	Unit	ITEM/S DESCRIPTION	V	Unit Pric	e Total Cost				
	15	box	Bond Paper (Folio / 500 sheets)							
	10	box	Bond Paper (A4 / 500 sheets)							
_	15	pcs	Stapler (No. 35 / green)							
_	10 15	pcs	Heavy Duty Puncher							
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	16	pcs	HDMI Cable (15M)							
	16	pcs	Heavy Duty Stainless Scissors							
	16	pcs	Extension Cord Wire (4 sockets) 20 meter							
					-					
					1					
Source of Fund: PRE STF Warranty:										
Delivery Period: 30 DAYS 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 provides on the Delivery Period, Warranty & Price Validity are left blank,										
it means that	t i concur w/ t	the Terms & (Conditions specified by SLSU Procurement Office.							
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Printed Name/Signature/Date AFA-PRC-1.02 F2, REV. 4										