



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 **Office Supplies (SSCF)** to apply the sum of **Eighty-Six Thousand One Hundred Thirty-Two Pesos and Sixty-Six Centavos Only (₱ 86,132.66)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, 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
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Lucban, Quezon
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