Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

BAGONG PILIPINAS

REQUEST FOR QUOTATION

OFFICE SUPPLIES (COM)

Purchase Request No. 2025-10-2817
Approved Budget for the Contract: ₱ 119,600.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies (COM)** to apply the sum of **One Hundred Nineteen Thousand and Six Hundred Pesos Only (₱ 119,600.00) inclusive of VAT,** being the **Approved Budget for the Contract (ABC),** details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
20	box	Bond Paper A4
30	box	Bond Paper Long 8.5x13
30	pcs	Transparent Ruler
5	pcs	Pencil Sharpener - Auto-in Hand Crank w/ Adjustable Point
20	box	Fine Point Gel Ink Pen 0.3mm
5	box	Colored-Head Sewing Pins (500pcs/box)
20	box	Whiteboard Marker Pen Black 12pcs/box
20	box	Whiteboard Marker Pen Blue 12pcs/box
20	box	Whiteboard Marker Pen Green 12pcs/box
10	box	Whiteboard Marker Pen Red 12pcs/box
5	pack	Certificate Paper 120-180gsm matte (100 sheets/pack)
4	pack	Matte Adhesive Sticker Paper A4 (20 sheets/pack)
40	pcs	Long Clear Book File Folder
50	pcs	Long Mesh Plastic Envelope w/ Zipper
20	pack	Matte Photo Paper A4 (20 sheets/pack)
2	jar	Small Binder Clip 15mm 50pcs/jar
5	box	Binder clip 19mm
5	box	Binder clip 25mm
5	box	Binder clip 32mm
5	box	Binder clip 41mm
10	pcs	Office Scissors Medium (Stainless Steel)
5	pcs	Tape dispenser
50	pack	Fragrance-free Antibacterial Wipes, resealable, kill 99.9% germs
50	pack	Facial Tissue Paper (Unscented, Soft Type, 2 or 3-ply)

50	pack	Table Napkin (Pre-Cut Folded Tissue Type)
4	pcs	Heavy-Duty Fabric Table Cloth for 8-seater Rectangular Table
		*DELIVER TO SLSU LUCENA CAMPUS

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

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BAGONG PILIPINAS

REQUEST FOR QUOTATION

Office/End-User:	**COM**	**Date:**	
COMPANY NAME:		**PR No.:**	**2025-10-2817**
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). 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.
5. Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Certificate of Tax, Mayor'sPermit, 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 celling for this procurement is PHP 119,600.00 .

MARIDEL C. ZABELLA
Director, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
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	50	pack	Facial Tissue Paper (Unscented, Soft Type, 2 or 3-ply)		
	50	pack	Table Napkin (Pre-Cut Folded Tissue Type)		
	4	pcs	Heavy-Duty Fabric Table Cloth for 8-seater Rectangular Table		
			*DELIVER TO SLSU LUCENA CAMPUS		

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 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