



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES AND MATERIALS (REGISTRAR)

Purchase Request No. 2026-01-0171
Approved Budget for the Contract: ₱ 264,750.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies and Materials (Registrar)** to apply the sum of **Two Hundred Sixty-Four Thousand and Seven Hundred Fifty Pesos Only (₱ 264,750.00) inclusive of VAT**, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
15	pcs	HP-Laser Jet 30A Black original
15	pcs	HP-Laser Jet 85A Black original
3	pcs	HP-Laser Jet 145 black (w1450A) original
3	pcs	HP-Laser Jet 35A Black original
25	box	Bond Paper Long 8.5 x 13 80gsm (5ream/box)
20	box	Bond Paper Letter 8.5 x 11 80gsm (5ream/box)
10	box	Brown Envelope long (500pcs/box)
300	box	Data File Box Green 5"W x 9.5"H x 15.5"L
50	box	Data File Box Yellow 5"W x 9.5"H x 15.5"L

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 : slsuprocedurement@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

