



REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR 1ST QUARTER 2026 (SAP)

Purchase Request No. 2026-01-0202 & 2026-01-0291

Approved Budget for the Contract: ₱ 682,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies for 1st Quarter 2026 (SAP)** to apply the sum of **Six Hundred Eighty-Two Thousand Pesos Only (₱ 682,000.00) inclusive of VAT**, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
500	box	PAPER CLIP B 50MM
5000	pcs	BALLPEN BLACK 12'S/PACK
5000	pcs	BALLPEN BLUE 12'S/PACK
5000	pcs	BALLPEN RED 12'S/PACK
800	roll	TRANSPARENT TAPE 1" 50M/ROLL
500	pcs	CORRECTION TAPE 30M/ROLL HEAVY DUTY
1000	pcs	SIGNPEN 0.5 BLACK QUICK DRYING
1000	pcs	SIGNPEN 0.5 BLUE QUICK DRYING
300	pcs	SIGNPEN 0.5 RED QUICK DRYING
200	pcs	STAPLE REMOVER PLIERS TYPE
100	pcs	SELF INKING MINI DATER UP TO 2035
100	pcs	2 HOLE PUNCHER HEAVY DUTY
30	pcs	RULER METAL 12"
200	pcs	SCISSORS HEAVY DUTY 8" STAINLESS STEEL
60	rm	FOLDER LEGAL WHITE 14PTS 100/RM
30	box	BROWN ENVELOPE 500'S/BOX LONG
200	pack	PHOTO STICKER PAPER GLOSSY WHITE 20'S/PACK
200	pack	STICKER PAPER NEON GREEN A4 10'S/PACK
200	pack	VELLUM BOARD A4 WHITE 10'S/PACK
100	pack	REPORT COVER FOLDER P/X FILE GREEN (TRANSPARENT COVER) 25/PCK
500	pad	STICKY NOTEPAD 3"X3" ASSTD COLOR 100 SHEET/PAD
200	pack	HIGHLIGHTER PEN 6/PACK NEON ASSTD COLOR
30	pcs	3 LAYER FILE TRAY METAL (BLACK)
100	pcs	12 DIGITS BIG DISPLAY SOLAR DESKTOP ELECTRONIC CALCULATOR

3	pcs	NUMBERING MACHINE HEAVY DUTY 8 DIGITS
50	bot	NUMBERING MACHINE INK REFILL 40ML
1000	pcs	WHITEBOARD MARKER BK (GOOD QUALITY)
1000	pcs	WHITEBOARD MARKER BL (GOOD QUALITY)

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 : slsuprocedure@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.


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