



REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR 2ND QUARTER 2026 (SAP)

Purchase Request No. 2026-03-0939

Approved Budget for the Contract: ₱ 375,800.00

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 2nd Quarter 2026 (SAP)** to apply the sum of **Three Hundred Seventy-Five Thousand and Eight Hundred Pesos Only (₱ 375,800.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
700	ream	BOND PAPER A4 70GSM
50	pcs	PUNCHER HEAVY DUTY 2 HOLE
400	pcs	CORRECTION TAPE 30M (HEAVY DUTY)
50	bot	STAMP PAD INK RED
200	roll	DOUBLE SIDED TAPE 1"
20	pcs	GLUE GUN
50	pack	GLUE STICK 20PCS/PACK
1000	pcs	REPORT COVER FOLDER LEGAL (GREEN)
40	ream	FOLDER WHITE LEGAL 14PTS 100/RM
200	pcs	HEAVY DUTY CORRUGATED BOX WITH LID (size: 10 1/4 x 12 1/2 x 15 3/4")
200	pcs	LEVER ARCH FILE LEGAL 3" THICK (GREEN)
200	pack	HIGHLIGHTER PEN 6/PACK NEON ASSTD COLORS
200	pcs	LEVER ARCH FILE LEGAL 3" THICK (BLUE)

1. The quotation must be submitted (can also be sent 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 : slsuprourement@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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